

Community Planning Manager

Madison Park Development Corporation (MPDC) is an active and established community development corporation (CDC) that serves the Roxbury neighborhood of Boston with our housing and community development activities. Our mission is to develop and preserve quality, mixed-income housing in Roxbury, and to promote the renaissance of Dudley Square as a thriving neighborhood business district, recognized as a center of commerce and culture that anchors the economic revitalization of Roxbury. We are an organization of about 35 employees working throughout various departments.

Position Description:

The Community Planning Manager will work closely with residents of MPDC properties as well as the greater neighborhood to build a healthy community through advocacy and programming. Organize and facilitate coalitions to advocate for policy, systems, and environmental change initiatives to improve the social determinants of health for the neighborhood of Roxbury.

Reports to: Deputy Director

Status: Full-time, exempt

Location: Roxbury, Massachusetts

Salary: \$60,000 - \$70,000

Responsibilities are as follows:

- Develop and implement work plans to meet program outcomes in compliance with government contracts and foundation grants that promote health equity and community wellness
- In partnership with the Boston Public Health Commission, manage Roxbury in Motion, a Massachusetts Department of Public Health funded community-centered project focused on increasing and promoting opportunities for healthy food access and outdoor physical activity for Roxbury residents
- Work cohesively with city departments, including the Boston Transportation Department, the Boston Public Works Department, Boston Parks Department, City of Boston Arts and Culture Department and the Mayor's Office of Housing to advance the Roxbury in Motion objectives
- Attend quarterly state-wide Mass in Motion meetings located in central Massachusetts, as well as quarterly regional meetings in the greater Boston region
- Build coalitions and develop partnerships with community organizations, local businesses, and neighborhood residents to develop advocacy strategies for Roxbury in Motion
- In partnership with MPDC's Real Estate Staff, co-lead the Madison/Whittier Coalition including coordinating and facilitating monthly resident coalition meetings and developing resident leadership structures.

- Manage program social media platforms, including Facebook and Twitter
- Coordinate with Communications and other staff, email lists through Constant Contact
- Support production of quarterly newsletters and as-needed email blasts
- Write and submit monthly and quarterly reports for internal and contract-related projects
- Support development and review of the Health Equity & Wellness initiative yearly budget
- Work with the Director of Community Action Grants and Evaluation to develop ideas and proposals for new grant opportunities
- Manage the Peer Health Leader Program to develop resident leaders and implement health promotion projects/events in our housing properties
- Work in partnership with the resident service coordinators and resident leaders at the MPDC housing developments to organize and engage residents in both programming and advocacy work
- Work in partnership with the Resident and Civic Engagement Manager to organize and engage residents in both programming and advocacy work
- Work collaboratively with the Health Equity & Wellness Organizer to ensure cohesiveness and partnership across all projects

QUALIFICATIONS

- Three to five years of community organizing and engagement
- Ability to understand group dynamics and facilitate collective decision-making
- Understanding of health equity framework and the social determinants of health
- Experience or knowledge of the neighborhood of Roxbury and City of Boston agencies and processes
- Ability to support the execution of programs and development of tools to measure and evaluate impacts
- Strong written and verbal communication skills
- Strong organizational skills, attention to detail, and ability to manage multiple projects at once with various partners and deadlines
- Ability to work within a team and take initiative to direct self and others
- Ability to work in a dynamic and diverse atmosphere
- Ability to work a demanding and flexible schedule including nights and weekends
- Experience working with Microsoft Office, Constant Contact, SharePoint, Canva, and Google Drive, a plus
- Ability, with support, to interpret architectural plans preferred
- Fluency in Spanish desirable

Benefits

This is a full-time, salaried exempt position with an excellent benefit package including four weeks paid vacation; paid holidays; generous cost sharing for medical insurance, 401k plan with generous match, and much more! COVID vaccination or medical exemption process is required. MPDC staff members are reporting to work at our Roxbury, MA office, with telecommuting options available for hybrid work. Please submit a resume and cover letter to HR@madison-park.org

Visit our website at www.madison-park.org for more information about MPDC.

MPDC is an equal opportunity and affirmative action employer.