

## MPDC Job Description

<b>Job Title:</b> Community Support Manager	<b>Department:</b> Community Action Department
<b>Position Status:</b> Full-time Exempt	<b>Pay Rate/Salary:</b> 70,000-80,000
<b>Reports to:</b> Director of Community Action	<b>Estimated Start Date:</b> ASAP

**About MPDC:** Madison Park Development Corporation (MPDC) is a 59-year old community development corporation (CDC) that serves the Roxbury neighborhood of Boston. Our mission is to develop and preserve quality, mixed-income housing in Roxbury, and to promote the renaissance of Nubian Square as a thriving neighborhood business district, recognized as a center of commerce and culture that anchors the economic revitalization of Roxbury. Full-time positions include a generous employee benefit package.

**Position Description:** The Community Support Manager develops and coordinates MPDC's Public Safety programs such as Violence Intervention & Prevention (VIP). Community Healing Response Network (CHRN) and collaborates with other organizers to engage neighborhood residents in intergenerational community activities. The primary focus is community support, including public safety and resource navigation, to improve the quality of life for residents in the Roxbury neighborhood.

**VIP** – The Violence Intervention and Prevention Initiative (formerly Village in Progress) is a community-based public safety program coordinated by MPDC. VIP reduces neighborhood violence through collaboration among residents, organizations, and city agencies. The initiative addresses root causes of violence such as social and structural inequities, fostering collective action and resilience across Roxbury.

**CHRN** – The Community Healing Response Network (formerly the Neighborhood Trauma Team) is funded and managed by the Boston Public Health Commission. CHRN provides trauma-informed responses to violence by offering emotional support, healing resources, and psychological first aid. The network operates across six neighborhoods—Bowdoin/Geneva & Greater Four Corners, East Boston, Grove Hall, Jamaica Plain, Mattapan, and Roxbury—to promote recovery and long-term community wellness.

### Responsibilities:

- Building relationships with residents in the community, particularly with teens, through public meetings, and by being visible and accessible in areas frequented by residents.
- Design and distribute program flyers and other related materials.
- Assist with outreach efforts for all Community Action Programs and MPDC.
- Help raise awareness of public safety issues and resources by coordinating meetings between community and law enforcement, and by responding to resident requests such as special classes and events.
- Communicate information about major community incidents that may impact residents and MPDC staff to MPDC leadership.
- **Responsible for the following work related to Community Healing Response Network (CHRN):**

- Focus on Orchard Gardens, Whittier and Madison Park Village and the broader Roxbury communities.
- Coordinate monthly Roxbury Neighborhood trauma team meetings between agencies
- Respond to incidents of violence and homicides and provide psychological first aid to those impacted by community violence and trauma, provide support such as attending funerals and services.
- Host community support meetings to deal with trauma
- **Responsible for the following work related to Violence Intervention & Prevention (VIP):**
  - Arrange monthly resident-led Public Safety Committee meetings
  - Support Block Captains and other volunteers.
  - Co-lead and assist in weekly Teen Night Planning
  - Develop and coordinate MPDC's Community Support programs for VIP and CHRN with a focus on Orchard Gardens, Madison Park Village and Whittier communities.
  - Coordinate staffing of monthly resident-led Community Support meetings, supervise and provide support to Block Captains and other volunteers.
  - Hire and oversee residents to work as Block Captains, Youth Organizers or other program support and provide technical assistance to them, as needed.
  - Train Block Captains on conflict resolution, best practices for community engagement, and psychological first aid.
- Prepare and submit timesheet invoices for block captains
- Represent MPDC at all city-wide neighborhood safety initiative meetings, activities, coalition groups, and other events as needed.
- Maintain accurate and consistent communication between the Community Support Initiatives, VIP, CHRN, other partnering organizations, and community residents with a focus on youth.
- Manage four intergenerational events that promote resident involvement and raise the profile of MPDC, such as the annual SummerRox and National Night Out.
- In conjunction with the Director and/or Community Action Grants & Evaluation Manager, provide input to obtain funding for Public Safety grant initiatives.
- Utilize a data collection method to ensure accurate tracking of community support program activities through Salesforce.
- Provide and input data using a method provided by program funders, to ensure accurate tracking of Public Safety neighborhood program activities. Meet all reporting deadlines.
- Manage other key activities such as local trauma groups, street outreach and gun violence prevention campaign

**Required Knowledge, Skills, and Experience: \***

**Education:**

**Years of Experience:** 2-3 years relevant experience in supervision and program development and/or program management.

**Skills:**

- Ability to work a flexible schedule, including some evenings and weekends.
- Experience working with residents and neighborhood associations
- Knowledge of the Roxbury neighborhood.
- Experience organizing in low-income, diverse communities.

- Proficient with Microsoft office products including MSWord, Outlook, Excel, etc.
- Strong verbal and written communication skills

**Preferred Knowledge, Skills, and Experience:**

- Salesforce software experience a plus
- Bi-lingual a plus

\*Must be able to pass a CORI, reference, educational and professional licensure check.

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