



Community Engagement Coordinator

The Organization

Boston Project Ministries (BPM) is a Christian community development organization rooted in Dorchester and Mattapan. We equip neighbors, volunteers, and churches to build strong, connected communities characterized by God's shalom—wholeness, justice, and peace.

Position Summary

The Community Engagement Coordinator builds trusted relationships with residents, civic groups, and partners and helps turn community priorities into shared action. This role is highly relational and neighborhood-based—showing up consistently, listening well, organizing neighbors, and supporting resident-led solutions that strengthen quality of life. The Coordinator also serves as BPM's staff for two primary partnership initiatives: Boston Public Health Commission's Violence Intervention & Prevention (VIP) Program (as the VIP Coordinator) and Atrius Health's Healthy Heart Dorchester initiative (in partnership with Codman Square NDC and The Community Builders).

Primary Initiatives & Funding

- This position is funded primarily by the Boston Public Health Commission's VIP Program and Atrius Health's Healthy Heart Dorchester initiative.

Reports to the Director of Community Engagement.

Key Responsibilities

A) Community Engagement & Neighborhood Organizing

- Build and maintain relationships with residents, families, block leaders, and civic groups (e.g., TNT–CIA–DUN), with consistent in-person presence and follow-up.
- Identify resident priorities through conversations, meetings, and simple feedback tools (surveys, focus groups, listening sessions).
- Support resident leadership by recruiting, encouraging, and coaching neighbors into volunteer and community leadership roles.
- Maintain an up-to-date resident/partner contact list and a "living referral list" of trusted resources and services (using clear consent and confidentiality practices).

B) VIP Coordinator — Boston Public Health Commission (VIP)

- Serve as BPM's secondary liaison to BPHC VIP staff; attend required meetings, trainings, and check-ins.
- Support coordination of VIP activities, timelines, and deliverables to ensure timely completion and alignment with program requirements.
- Support community-based violence prevention efforts (e.g., outreach, community meetings, peace-building events, resource navigation), coordinating logistics and partner participation.
- Maintain organized VIP documentation and basic tracking (activities, attendance, outreach touchpoints) to support reporting and continuous improvement.
- Follow organizational and BPHC guidance for confidentiality and safe handling of sensitive information; support internal communication protocols when community safety concerns arise.

C) Healthy Heart Dorchester — Atrius Health Partnership

- Serve as BPM's day-to-day point person for Healthy Heart Dorchester coordination with Codman Square NDC and The Community Builders.
- Support resident-centered outreach and participation in financial building programs
- Support coordination of shared planning, logistics, and communications across partners; track next steps and follow-through.
- Gather resident feedback and insights, and share themes with partner teams to strengthen programming and equity-focused impact (e.g., surveys, focus groups).
- Track participation and activity outputs to support partner reporting and learning.

D) Community Events, Communications & Operations

- Co-plan and staff key community gatherings (e.g., Family Fun Nights, Love Your Block, Food Distribution, community meetings), including outreach, volunteer coordination, day-of logistics, and follow-up.
- Support community-facing communications (flyers, text/email outreach, website/social updates) that are clear, welcoming, and aligned with BPM's tone.
- Maintain organized files, calendars, and planning documents; provide timely updates to supervisor and partners.

Qualifications

Required

- 1-2+ years of relevant experience in community engagement/organizing (or equivalent lived experience with demonstrated community leadership).

- Strong relationship-building skills; able to earn trust across cultures, ages, and backgrounds with humility and consistency.
- Strong follow-through and project coordination skills; able to manage multiple priorities with clear communication.
- Trauma-informed, culturally responsive approach; ability to maintain confidentiality and appropriate boundaries.
- Comfort with basic technology and data tracking (Google Suite, email, calendars, spreadsheets, forms, and social platforms).
- Ability to work some evenings/weekends and travel locally in Boston.
- Valid driver's license in good standing

Preferred

- Lives in South Dorchester or Mattapan, or has deep ties and consistent presence in these neighborhoods.
- Bilingual proficiency (verbal and written) is a strong plus (e.g., Spanish, Haitian Creole, Cape Verdean Creole).
- Experience facilitating community meetings or resident leadership groups.
- Experience coordinating multi-organization partnerships and funder reporting requirements.
- Familiarity with local systems/resources (schools, coalitions, city agencies, outreach/violence prevention networks, health and wellness partners).
- Able and willing to drive a large passenger van.

Compensation & Schedule

This is an hourly, non-exempt position paid at \$25.00/hour (commensurate with experience). This position is part-time, typically 30 hours per week. Paid time off is accrued. Evening and weekend hours are required for meetings and events (with scheduling planned in advance).

How to Apply

Please submit a resume and a brief cover letter describing your interest and relevant experience to jobs@tbpm.org. You can also email questions or call at 617-929-0925 (please leave a message).

Equal Opportunity

Boston Project Ministries is an equal opportunity employer. We are committed to building a team that reflects the community we serve and encourage applicants of all backgrounds to apply.