



## 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](mailto: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.