

JOB POSTING: Project Coordinator, Healthy Bowdoin Geneva Community Collective

Family Nurturing Center of Massachusetts (FNC) seeks Project Coordinator for the implementation of Healthy Bowdoin Geneva Community Collective's social cohesion initiative. The Project Coordinator will facilitate resource-sharing, bridging social ties among community members, and development of community leadership infrastructure in the Bowdoin Geneva neighborhood of Dorchester. The Project Coordinator will develop, maintain, and lead a coalition of community stakeholders to work together to support families. The Project Coordinator will be responsible for building relationships with community members, local businesses, and relevant government and community leaders to advance health and racial equity.

They will schedule and facilitate bi-monthly Collective meetings, ensure compliance with all reporting and evaluation requirements set forth by BIDMC, and ensure timely completion of the Collective's proposed project. Specific deliverables will include a neighborhood resource guide, a standardized neighborhood-wide referral process, the development of community events, and the coordination of a mini-grant program for community activities. The Project Coordinator will report to FNC's Director of Programs and will be guided by Collective membership. FNC's Director of Programs will complete an annual review of this position in collaboration with Collective membership.

Key Responsibilities

- Develop productive collaborative relationships with community residents, business owners, government officials, and Collective agencies
- Build upon existing resources and programs to ensure families have the support needed to raise healthy children
- Plan and implement civic engagement opportunities with Collective agencies and partner organizations
- Attend and participate in community meetings and events, including those of neighborhood associations
- Develop tools to share information about programs, resources, and Collective activities with community stakeholders
- Lead the recruitment, training, and supervision of project outreach staff
- Collect and synthesize information and data to gain an understanding of resident issues and concerns
- Participate in designing projects and community events in collaboration with community members
- Participate in ensuring the sustainability of the Collective's activities by identifying and pursuing potential funding sources

Required Qualifications

- Ability to relate to persons of diverse backgrounds
- Excellent relationship-building skills
- Excellent communication and interpersonal skills
- Strong facilitation skills
- Ability to deal with confidential issues using discretion and judgment
- Knowledge of resources and capacity building skills to assist residents with immigration, housing, education, childcare, and other relevant issues
- Proactive, analytical, detail-oriented, and solution-oriented
- Strong team-player, comfortable with multi-agency collaboration
- 3-5 years of experience in community organizing, leadership development and/or experience initiating community participation and programming
- Willingness and availability to work evenings, and weekends
- Proficiency in video conferencing, social media, Microsoft Office, Google Suites

This position is funded by Beth Israel Deaconess Medical Center. As such, the selected candidate must be fully vaccinated against influenza (flu) and COVID-19 as a condition of employment. Further information on this requirement can be found [here](#).

Physical requirements: N/A

Schedule: Full time Monday through Friday, weekends, and evenings

Salary: \$55,000, full-time benefits eligible employee, grant-funded position ending 8.30.23

Benefits: Competitive benefits package includes medical, dental, life, and short and long-term disability insurance, and a 403b retirement plan

Location: Based at 200 Bowdoin Street, Dorchester with limited remote flexibility

Preferred Qualifications

- Bilingual and/or bicultural candidates strongly preferred.
- Familiarity with or connection to the Bowdoin Geneva and/or Dorchester neighborhoods strongly preferred.
- Experience or training in community health work.
- Educational background in related fields.
- Supervisory or managerial experience.

Interested candidates should send a cover letter and current resume in PDF format to FNC's Rachel Wentworth rwentworth@familynurturing.org by March 25th in order to be considered.