



WATCH CDC
Waltham Alliance for Teaching, Community Organizing, and Housing
Community Development Corporation
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WATCH CDC Job Opening: Community Engagement Specialist

9/9/2024

About WATCH CDC: WATCH is a nonprofit organization whose mission is to work towards a more just community in the Waltham area by promoting affordable housing, providing adult education and leadership development, and empowering underrepresented residents through civic engagement. More information at www.watchcdc.org

Job Description: The Community Engagement Specialist (CES) is a new position. The CES will work from the WATCH Office and manage the newly formed Waltham Community Response Collaborative (WCRC). WATCH CDC is the backbone organization for the Collaborative. The Collaborative currently includes: WATCH CDC, Africano Waltham, Waltham Boys & Girls Club, and Waltham Partnership for Youth.

This is an in person, mid-level position in Waltham, MA with at least 5 years of overall work experience required.

Job Responsibilities (50-60% of time allocated for the Community Resource Center)

Responsibilities at WATCH CDC Community Resource Center:

- Greet guests, obtain contact information, determine needs, complete intake forms, provide materials and referrals, and advise on next steps. Notify collaborative partners about referrals.
- Schedule meetings between WATCH staff and clients as necessary.
- Attend WATCH staff meetings twice a month.
- Greet clients and facilitate intake for weekly Housing Clinic Drop-In one evening per week.
- Organizing flyers and intake forms from WATCH programs and Collaborative partners at the Center.

Responsibilities for the Waltham Community Resource Collaborative Initiative: (40-50% of time allocated for WCRC)

- Develop a working relationship with Collaborative partners, tabling onsite once a quarter.
- Meet with Collaborative partners to exchange information about programs, eligibility, and intake processes.
- Coordinate community survey that will identify gaps in referral processes and meeting needs in the community.
- Participate in the development of the communication strategies, data and document tracking, and evaluation methods for WCRC.
- Work with WATCH Executive Director to lead monthly WCRC meetings.
- Organize and staff quarterly meetings of a Resident Advisory Council to inform the direction of Collaborative.
- Maintain written records of meetings, discussions, and outcomes with Collaborative partners.
- Attend and take notes for the monthly Waltham Interagency Network meetings.
- Represent the Collaborative at Community tabling and outreach events.

Required Skills and Qualifications

- Bilingual in Spanish.
- At least two years of experience in project management, guiding a project or program team.
- Experience and skill in customer service and community outreach to a diverse community.
- Strong written and verbal communication skills.
- Proficiency with Microsoft Office Suite and Google Docs, and experience with data tracking.

Desired Skills and Qualifications

- Interest in and passion for social justice.
- Comfort using project management software to manage workflows, prioritize, stay focused and meet deadlines.
- Experience with Salesforce Customer Relationship Management (CRM).
- Experience in a non-profit setting meeting community needs of a diverse community..
- Familiarity with the Waltham or Metrowest community.

Salary/Benefits

The position is a full-time (40 hours a week) with benefits:

- Paid vacation starting at 3 weeks a year, increasing to 5 weeks a year at 5 years of employment.
- Individual health and dental insurance paid at 80% or reimbursed.
- Paid sick time of 12 days a year.
- Employer contribution to 403b of at least 3% of salary per year.
- 13 paid holidays, 2 personal days a year.
- Starting salary for this position is \$60,000 per year. This position is salaried, non-exempt.

Location: The Community Engagement Specialist position is 100% in person. Most weeks six hours a day (10:00 am - 4:00 pm) will be spent at the Community Resource Center at the WATCH Office in Waltham. One day a week the Community Resource Center will be open until 7:00 pm for a walk-in Housing Clinic. The remaining hours will be spent on-site with Waltham Community Response Collaborative partners or at community outreach events.

Anti-Discrimination Policy: WATCH CDC does not discriminate in hiring on the basis of race, age, color, gender, national origin, disability, sexual orientation, gender identification or religion. WATCH actively encourages people of color, LGTBQIA+, differently abled, and neurodiverse candidates to apply.

Diversity, Equity and Inclusion Priority: WATCH prioritizes diversity, equity, and inclusion and strives to recruit, support, and empower a diverse workforce.

WATCH's Approach to Hiring: Recognizing that people bring skills that have been developed outside the scope of a job, we take a holistic approach to recruitment that considers life experience and community engagement, in addition to professional experience. We want applicants to bring their whole selves to this process, and we encourage applicants to share all the ways they think this position may be a fit for them.

Ability to Work in the US: Due to the limitations of our organization, we are unable to sponsor a work visa. All applicants must be currently approved to work in the US.

To Apply: Please send a resume and cover letter to Brianna Polanco at Brianna@watchcdc.org with "Job Application-CES" in the subject line. Applications will be reviewed on a rolling basis until the position is filled.