



WATCH CDC
Waltham Alliance for Teaching, Community Organizing, and Housing
Community Development Corporation
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781.891.6689 - www.watchcdc.org

WATCH CDC Job Opening: Community Organizer

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 Summary:

Responsible for supporting the Residential Advisory Committee (RAC) and Youth Council (YC) of the Waltham Community Response Collaborative (WCRC) to create awareness about housing needs and resources in Waltham, advocate for shelter access and address systemic barriers to shelter and affordable housing.

This is an in person, part-time position in Waltham, MA. Start date of October 5th, 2026 or until the position is filled.

Job Responsibilities

Waltham Community Response Collaborative (WCRC)

- Develop a core group of youth and adult leaders who are engaged in the Residential Advisory Committee (RAC) and Youth Council (YC) respectively, creating and implementing group programming and individual leadership development plans.
 - Support the Resident Advisory Council (RAC), hosting every other month meetings and monthly activities that center lived experience and community voice in collaborative decision-making, leadership development, and systems change campaigns.
 - Aid the design and lead the implementation of programming for the Youth Council,
 - Coordinate youth participation in quarterly regional leadership opportunities.
- Engage youth and adults participating in the RAC and YC to share information with the community on housing needs and resources, become advocates in a WCRC campaign to remove barriers to shelter placement for Waltham homeless families, be key contributors to the work and decisions of the Collaborative.
 - Engage RAC and YC members and agency partners to turn out and participate in public meetings and advocacy-related events.
 - Accompany RAC and YC members to community meetings, gatherings, and leadership summits.
 - Sign up for tabling events and coordinate with RAC and YC members to table at community events to share information and raise awareness about housing and homelessness resources, the WCRC, and WATCH CDC. Coordinate with staff who are interested in participating in tabling.
- Serve as liaison between the RAC/YC and the WCRC Board.

Preferred Qualifications

- Bilingual in Spanish. Haitian Creole and Portuguese are a plus.
- Familiarity with Salesforce (CRM), Google Workplace, and Canva.
- Knowledgeable of the Waltham community and school system.
- Prior experience in community outreach and organizing, youth development, programming implementation, and relationship building.

Salary/Benefits

The position is a part-time (15 hours a week)

- Annual Salary \$20,000
- Paid vacation starting at 3 weeks a year, increasing to 5 weeks a year at 5 years of employment.
- Paid sick time of 6 days a year.
- 13 paid holidays, 2 personal days a year.

Location: The Community Organizer position is 100% in person at the WATCH Office and in the Waltham Community.

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 including volunteer experience, involvement in hobbies and cultural activities, and other life experiences that have built relevant skills needed for the position.

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, LGBTQIA+, 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.

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 Smith at Brianna@watchcdc.org with "Job Application-Community Organizer" in the subject line. Applications will be reviewed on a rolling basis until the position is filled.