

## Job Announcement

**Title:** Organizing & Advocacy Fellow

**Supervised by:** Executive Director and Director of Community Programs & Design

**Description:** Full-time; this is a one-year position with the potential for continuing employment

**Location:** Boston, some travel to Quincy and Malden

### About the organization:

The Asian Community Development Corporation (ACDC) works in underserved and immigrant Asian American communities in the Greater Boston region to create and preserve affordable, sustainable, and healthy neighborhoods. We achieve this by building affordable homes and vibrant spaces, empowering families with asset-building tools, and strengthening communities through resident and youth leadership.

### Description:

ACDC is seeking an Organizing & Advocacy Fellow to support our civic engagement and resident organizing, and to use that experience to inform our advocacy and policy work. The Fellow will work with the Executive Director, the Director of Community Programs and Design, and the Community Outreach & Resident Engagement Coordinator in this capacity.

### Responsibilities:

- Support the Community Outreach & Resident Engagement Coordinator on civic engagement (i.e. GOTV and voter engagement work) and resident engagement and leadership development
- Support and expand our advocacy work, including conducting information gathering and informing our positions on issues, and educating residents on issues and encouraging participation
- Participate in community meetings in Chinatown, Quincy and Malden and other neighborhood review, planning, and governing bodies where and when appropriate
- Support building relationships with other community groups where appropriate
- Coordinate meetings, conduct research, plan events and actions, conduct door-to-door outreach, and take other steps to implement strategies
- Maintain accurate records; produce timely written and verbal reports

### Qualifications sought:

- Some experience of community organizing and/or development and/or advocacy work
- Bachelor's degree
- Passion for working with low-income, immigrant communities
- Ability to outreach and build relationships with people from diverse backgrounds
- Commitment to resident-driven decision-making processes and social change
- Willingness to work a flexible schedule, including availability during some nights and weekends
- Strong written and verbal communication skills
- Some proficiency in Mandarin and/or Cantonese strongly preferred

**To apply, please e-mail resume and cover letter to:**

Angie Liou, Executive Director, [angie.liou@asiancdc.org](mailto:angie.liou@asiancdc.org)



Asian Community  
Development Corporation  
亞美社區發展協會

Building Homes. Empowering Families. Strengthening Communities.

AA/ EOE