ACDC Job Announcement

Title: Community Planning & Organizing Associate
Supervised by: Director of Community Programs & Design
Description: Full-time, salaried position with benefits
Location: Hybrid remote and Boston, some travel to Quincy and Malden required

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:
Do you believe in democratizing decision-making processes? Do you enjoy relating to others and supporting their leadership growth? ACDC is seeking a Community Planning & Organizing Associate to support our resident and community organizing efforts and leverage that experience to inform and drive our creative placekeeping programs, and vice versa. ACDC’s Creative Placekeeping work activates public spaces with arts and culture that centers residents most at risk of displacement, collaborating with local artists to advocate for investment in open space, affordable housing, and public art. The Associate will work with ACDC’s Resident Engagement Team (Director of Community Programs and Design, the Community Building Associate, and interns) to support a pipeline of resident leaders, creating intentional opportunities that cycle from receiving resident services into building community into organizing.

Responsibilities:
• Further develop ACDC’s policy and organizing strategies, in collaboration with Executive Director and Resident Engagement Team
• Engage and coach residents for various leadership opportunities through placekeeping projects, public meetings, issue-based campaigns, lobbying efforts, and/or skills trainings
• Manage placekeeping projects, which includes ensuring they align with ACDC’s creative placekeeping and organizing goals, creating and tracking project budgets, managing volunteers, and coordinating community events or meetings
• Represent ACDC at community meetings in Chinatown, Quincy, and Malden for reviewing, planning, and governing bodies as they relate to our planning and advocacy goals
• Represent ACDC and strengthen relationships with other coalitions, community groups, electeds, and partners
• Maintain accurate records, produce timely written and verbal reports
• Supervise Placekeeping interns and seasonal/PT staff on relevant projects
Qualifications sought:

- Experience with community organizing and/or advocacy work
- Passion for working with working-class and immigrant communities
- Ability to engage and build relationships with people from diverse backgrounds
- Commitment to youth and resident-driven decision-making processes and social change
- Willingness to work a flexible schedule, including availability during some evenings and weekends
- Strong written and verbal communication skills
- Fluency in Mandarin and/or Cantonese strongly preferred
- Experience with public art production or coordination preferred but not required

Benefits

- Medical/Dental/Vision insurance and flexible spending account
- Time off: 3 weeks of paid vacation, 13 paid holidays, 6 paid sick days, and 2 paid personal days per year
- Employer-matched 401k for eligible employees

Salary Range: $40,000 - $50,000

Note: Starting salaries are ultimately determined by the scope of the position and the candidate’s relevant experience and education.

ACDC's Commitment to Diversity, Equity, Inclusion, and Belonging

We are actively interested in ensuring that ACDC represents a range of experiences and backgrounds. All qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, age, gender identity, sexual orientation, disability status, or any other characteristic protected by applicable law. AA/EOE

Work Environment

ACDC continues to observe COVID-19 safety protocols and requires all staff to be fully vaccinated. The Boston office allows visitors and clients only by appointment. Masks are currently required in all common areas. This position requires a minimum of one day on site until further notice. The office is climate controlled with heat and air conditioning.

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

Jeena Chang, Director of Programs & Community Design at jeena.chang@asiancdc.org with the subject line: Community Planning & Organizing Associate Application

If desired, applicants can also include 1-2 work samples or a link to their website/portfolio.