

ACDC Job Announcement

Title: Community Design & Planning Manager

Supervised by: Director of Community Design & Planning

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:

ACDC is seeking a Community Design & Planning Manager who will leverage arts, culture, and popular education—specifically through ACDC’s [ANCHOR](#) strategy—to build a growing coalition of resident leaders, artists, and neighbor-allies to advocate for spatial and climate justice. This Manager will center the visions and experiences of residents most at risk of displacement and whose perspectives have been marginalized in planning processes and decisions.

The Manager will supervise ACDC’s Community Building department, which includes the Community Building Associate and any interns supporting organizing efforts and community planning efforts through placekeeping. The Manager will work closely with the Director of Community Design & Planning to develop and refine a civic power framework that translates services and socials into organizing and increased resident leadership. The Manager will then train and work closely with the Community Building Associate and execute this framework with the goal of fostering civic power, especially among ACDC’s tenants.

Responsibilities:

- Community Building for Community Power
 - Build relationships with residents of diverse backgrounds and grow trust and sense of belonging in our resident communities
 - Build coalition of resident leaders, artists, and neighbor-allies by creating culturally accessible programming with popular education practices
 - Collaborate with Community Building Associate to engage residents for various leadership opportunities through placekeeping projects, public meetings, issue-based campaigns, lobbying efforts, and/or skills trainings
 - Update ACDC’s policy platform in collaboration with Executive Director
 - Connect with organizers and peers in field by attending coalition meetings, such as MACDC Peer Organizers group
- Community Design & Planning
 - Oversee and manage multiple projects throughout the year, including but not limited to Hudson St Stoop, Chinatown Backyard, Project HOPE, and Residence Lab
 - Work with supervisor to identify strategic locations of projects and align project goals with neighborhood’s planning priorities



- Manage volunteers and interns for placekeeping projects or events, as applicable
- Execute arts administrative and special events tasks for placekeeping projects, including managing schedules, contractual agreements, consent forms, permits, and licensing, as needed
- Attend meetings related to planning, especially housing and climate justice priorities
- Department & Staff Management
 - Work with Community Building Associate to plan a programming calendar year of various activities related to services, socials, and organizing opportunities
 - Supervise dept staff & interns in creating strategies, logic models, and workplans, with additional training & support from Director
 - Coach staff and interns with the goal of supporting their professional development, success, and sustainability in field
 - Perform annual staff review and coach staff growth throughout year
 - Maintain accurate records, produce timely written and verbal reports, including monthly department board reports
 - Work with dept staff & interns to review data from RAFT, Wellness Checks, & program evaluations to inform future programming & advocacy goals
 - Track & manage project budgets & support department staff in managing respective budgets
 - Represent ACDC and strengthen relationships with other coalitions, community groups, elected officials, partners, and funders

Qualifications sought:

- Experience with community organizing and/or advocacy work; housing or climate justice focus, a plus
- 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
- Experience managing staff, interns, and/or volunteers
- Strong project management skills, with ability to manage multiple projects and meet time-sensitive deadlines; preference for experience using Asana or comparable project management tools
- Experience collaborating with other partners/institutions
- Strong written and verbal communication skills and emotional intelligence
- Fluency in Mandarin and/or Cantonese strongly preferred
- Experience with public art production or coordination preferred but not required

Benefits

- Medical, Dental, and Vision insurance and FSA account
- Time off: 3 weeks of paid vacation, 19 paid holidays, 6 paid sick days, 2 paid personal days per year, and the week between December 25 – January 1 off
- Employer contribution with additional match in 401k for eligible employees
- Optional 4-day, 40hr workweek schedule

Salary Range: \$48,000-57,000

Note: Starting salaries are 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 two days on site until further notice. The office is climate controlled with heat and air conditioning.

To apply, please e-mail your resume to:

Jeena Chang, Director of Community Programs & Design at jeena.chang@asiancdc.org with the subject line: **"Community Design & Planning Manager - [NAME]"**

Please include in your email how you learned about the job opening (personal referral, social media, website, etc.)

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