



Dorchester Bay Economic Development Corporation
Job Description
Renew Boston Neighborhood Network Coordinator

Dorchester Bay Economic Development Corporation (DBEDC) was founded in 1979 by local civic associations to address the problems resulting from the chronic disinvestment undermining the Roxbury and Dorchester neighborhoods. Dorchester Bay's over-arching, long-term goal is stated in our mission: *We are building a strong, thriving, and diverse community in Boston's North Dorchester neighborhoods. By working closely with community residents and partners in the various neighborhoods, we access resources to: a) develop and preserve affordable housing, b) create and sustain economic and commercial development, and c) build and support community power through organizing and promoting leadership.*

The **Renew Boston program**, a service of the City of Boston in partnership with NSTAR and National Grid, is the nation's first partnership between municipal government and investor-owned utilities for co-delivery of energy efficiency home improvements. The program uses \$1.8 million in funds from the American Recovery and Reinvestment Act's (ARRA) Energy Efficiency and Conservation Block Grant (EECBG) to leverage rebates available under existing energy efficiency programs administered by [NSTAR](#) and [National Grid](#) for Boston residents within 60-120% of the state median income.

As a community-based organization partnering with the Renew Boston program to conduct outreach to residents of our communities, Dorchester Bay EDC is filling the vacant, 1-year position of the Renew Boston Neighborhood Network Coordinator.

Neighborhood Network Coordinator Activities

The coordinator at Dorchester Bay EDC will serve as one of three Renew Boston Neighborhood Network Coordinators located across the city and will be responsible for supervising and coordinating outreach of the Renew Boston residential weatherization program to roughly one third of the city, including the South Boston, Dorchester, and Mattapan regions. The coordinator will be responsible for:

- Overseeing fellow Renew Boston community-based organizations in their outreach activities
- Reaching out to other community members and groups to enlist them in the Renew Boston outreach campaign
- Assisting Dorchester Bay EDC in general outreach to sign up interested residents
- Following-up with interested participants and organizations throughout the weatherization process
- Providing regular, weekly feedback to Renew Boston city administrators

Qualifications

- Must be Boston resident
- Proficiency in multiple languages (English, Spanish and Portuguese) highly preferred



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- Experience and ability working with residents and community groups, particularly in the South Boston, Dorchester, or Mattapan regions preferred
- Ability to engage community members with diverse socioeconomic and racial backgrounds
- Excellent communication/people skills
- Sales/marketing experience preferred
- Ability to work flexible schedule (some nights and weekends may be required)
- Proficiency in basic computer skills and access to own PC/laptop.

This is a one year position. Position renewal is dependent on refunding. Much of the work will be done outside the Dorchester Bay EDC office, and there is no guarantee of office space available on a regular basis. Salary is commensurate with experience.

Please respond by March 31, 2011.

Send resumes and cover letters to:

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