

BOSTON PRESERVATION ALLIANCE

www.bostonpreservation.org

Community Engagement Coordinator

Posted: May 16, 2022

Closes: June 30, 2022

Organization

The Boston Preservation Alliance is the city's primary non-profit advocacy organization dedicated to historic preservation. Through advocacy, education, and awareness the Alliance plays an essential role in shaping the future of Boston.

Community Engagement Coordinator Role

The Alliance seeks an enthusiastic community liaison to help the organization expand its advocacy work throughout all of Boston's neighborhoods by building stronger relationships with residents, community groups, and other stakeholders. A background in historic preservation, architecture, or the development review process in Boston is preferable but not required; strong candidates will demonstrate an eagerness to learn about preservation in Boston and be enthusiastic about interacting with the community. The role requires both workday and evening hours, with occasional weekend events as needed, both in-person and virtually. Candidates are required to live in Boston or be able to travel to Boston frequently and ideal candidates will have a deep knowledge of Boston's varied neighborhoods and their individual character and dynamics. The Community Engagement Coordinator reports to the Executive Director and works closely with staff to manage events, fundraising efforts, and day-to-day office responsibilities. There is an opportunity for the right candidate to grow professionally in this role and to incorporate personal areas of interest that align with the Alliance's mission.

Job Responsibilities:

- Assist Executive Director in management of advocacy projects including attending meetings (frequent evening meetings), speaking/testifying on behalf of the Alliance, recording and relaying relevant information, writing comment letters and position papers, etc.
- Maintain internal documentation of advocacy work and provide external information to the public about advocacy activities and positions via our website, social media, direct communications, etc.
- Build and maintain relationships with preservation partners such as historical societies, civic associations, neighborhood associations, museums and educational organization, and other community groups by attending meetings and events, hosting events, partnering in programs and initiatives, etc.

- Assist with the Alliance's Advocate Certification Training (ACT) Class and other preservation initiatives.
- Assist with management of events such as the Annual Meeting, Preservation Achievement Awards, etc.
- Other various tasks that may be required of staff in a small nonprofit setting.

Qualifications and Skills:

- Experience in public speaking and comfortable presenting to various community groups and at public meetings about the Alliance and our advocacy positions.
- Demonstrated proficiency with various office tools such as MS Office Suite, Neon (database management system), Adobe Creative Suite, Mailchimp, etc. or the ability to learn these tools efficiently.
- Strong writing skills and the ability to message Alliance positions clearly for various audiences.
- Discipline to work proficiently independently (remotely) as well as at in-person meetings and events and possibly in a future office or co-work setting.
- The ability to manage multiple tasks simultaneously while meeting deadlines and self-prioritizing.
- Eagerness to learn and grow in the position and at the organization.

The Strongest Candidates Will Demonstrate:

- People-oriented personality who enjoys meeting and engaging with diverse groups and individuals from different backgrounds and experiences.
- Fluency in English as well as Spanish or another language commonly spoken in Boston.
- An intimate understanding of Boston, its history, and its neighborhoods from having lived in or near Boston for a meaningful period of time.

Education and Experience Requirements:

- College degree in historic preservation, history, architecture, urban planning, nonprofit management, public relations, or similar field relevant to the work of the Alliance.
- Two or more years of experience in an office setting which can include an internship.

Compensation

The salary range for this position is \$45,000-\$50,000 depending on experience and education. The Alliance offers health care benefits, a 401k match, remote work and flexibility in schedules (Alliance staff is currently fully remote with some in-person meetings and events), PTO, and growth opportunity in the organization.

Application Instructions

To apply, send resume, three references, and cover letter to admin@bostonpreservation.org. In your cover letter, please explain how your experiences align with the qualifications in the job description and what you hope to bring to the role. Materials can be addressed to Executive Director Alison Frazee (Ms. Frazee).