

Youth Force Program Manager
Classification: Full Time / Year-Round program

Dorchester Bay Economic Development Corporation, now in its 5th decade of service to the community in Uphams Corner in Dorchester, seeks an innovative, driven, and effective individual to lead our highly successful Dorchester Bay Youth Force (DBYF) program.

DBYF, an initiative of Dorchester Bay Economic Development Corporation, is a youth-led, adult supported community organizing program which exists to create positive change in the Dorchester community by developing teen leaders. Youth Force works to improve the lives of young people and the community at large by helping teens gain the skills and motivation necessary to engage civically and win concrete changes they want to see in their own lives and community. Youth Force seeks to transform young people into active citizens and through this process it seeks to build the power of young people and engage them in grassroots, community organizing campaigns which will have a deep and long lasting change in their community and will push community leaders to be more responsive to the needs of teenagers

DBYF is looking for an individual who can help us continue to build our power across Dorchester. The individual would work to build and support a team of teen leaders. Additionally, the individual would play a role in building out greater community organizing capacity and developing policy impact work at Dorchester Bay beyond our Youth Force.

The DBYF **manager** would be part of Dorchester Bay's Resident Initiative Community Organizing Department (RICO) and would focus on the following:

- Hire, train and supervise participants /interns on community organizing and leadership development
- Build partnerships with local organizations and schools
- Work in collaboration with the RICO Board Sub-Committee to review ongoing community strategies and strategic goals for the organization.
- Develop and implement a strategy for our organizing work.
- Work as a team with organizing staff, adult and youth representatives from participating organizations.
- Support our youth development work
- Submit timesheets/payroll
- Represent DBEDC at community meetings, assist staff in doing so, as well
- Conduct regular outreach efforts in high schools and community
- Support in Grants by meeting and tracking deliverables (activities)
- Make verbal and written reports weekly, quarterly, annually
- Other duties as assigned.

Key Attributes and Experience:

- Passion for working with youth
- 2-5 years working in a social justice & community organization. Priority is given to those with community organizing experience and youth work experience
- Ability to train participants in community organizing
- Knowledge of and relationships in low-income communities of color in Boston.
- Experience running organizing campaigns
- Able to multi-task

- Team player but with the ability to work independently
- Available to work flexible hours, including afternoons and occasional evening and weekend events.

Management and Organizational Qualities:

Leadership - the ability to work effectively with others in the community and in the workplace, including:

- Developing the next cadre of organizers in the department and assisting in ongoing strategies and targeted campaigns.
- Actively recruiting, training, and developing the next generation of community organizers in the community.

Relational - must be able to build relationships with other staff based on shared goals, shared knowledge, and mutual respect.

Team Work – must be able to work in multi-functional teams/departments within the organization.

Preferred Skills and Qualifications:

- Proficient in Microsoft Office Suite or Google Suite
- Culturally sensitive; ability to develop a rapport with individuals from diverse sectors
- Developed Public Speaking
- Excellent writing and communication skills
- Experience with social media messaging
- Experience working with database creation and maintenance
- Ability to speak a second language is helpful, but not required
- Flexible working hours

Helpful skills but not required

- **Fluency in a second language (Spanish & Cape Verde/Creole**
- Familiarity with ABCD and SuccessLink
- Drivers License

Compensation

- Commensurate with experience, plus benefits

Please submit a cover letter detailing your salary requirements your particular qualifications for this position, along with a resume to: vpina@dbedc.org. No phone calls, please.

Dorchester Bay Economic Development Corporation views diversity, inclusion, and cultural competence as vital guiding principles in all of our work with clients and communities. We welcome and encourage applications from visible minority group members, indigenous persons, members of the LGBTQ+ community, persons with disabilities, and others who may contribute to the organization's diversity and reflect the diversity of the communities we serve.