

Position Title: FT Community Coordinator

Organization: Operation P.E.A.C.E.

Start/End Date: ASAP

Hours per week: 40



Community Coordinator at Operation P.E.A.C.E. in Dorchester

The non-profit Operation P.E.A.C.E. (Partnerships in Education And Community Enrichment) is seeking an exceptional candidate to join our staff full-time. Reporting to the Director, the Community Coordinator will lead the daily operation and management of the Operation P.E.A.C.E. Learning Center in Codman Square (Dorchester).

The Community Coordinator will implement our current youth programs (drop-in After School and Summer Academy) while also expanding what we offer to reach senior citizens (through presentations, health/wellness workshops, book clubs, etc.) and the wider community (through family engagement activities, health/wellness workshops, social events, etc.). Flexibility in working with all ages in a community-based setting is a must. Applicants must have both initiative and leadership to spearhead new programs and connections while also managing the success of existing programs.

This position requires a strong professional with excellent communication skills and the ability to engage and recruit community members to our programs. Applicants must be motivated, organized, and creative. This is a great opportunity to gain hands-on teaching, outreach, and community building experience with individuals from a range of backgrounds, ages, and abilities in a small group setting.

Responsibilities:

- Create, plan, and implement youth development programs (After School and Summer Academy); ensure youth safety at all times; implement behavior management and learning incentives, as needed; liaison with families and schools to ensure student success
- Supervise and train part-time program support staff and interns
- Build partnerships with community organizations, officials, businesses, etc.; seek program resources, support, and collaborations
- Determine community needs and initiate programming in response
- Record program and client data for future reporting and outcome measurement
- Assist with administrative and financial tasks (ordering supplies, invoicing, submitting payroll)
- Assist with social media, flyer creation, outreach/marketing, etc.
- Represent and increase visibility of Operation P.E.A.C.E. in the community

Qualifications:

- Bilingual – Spanish/English or Haitian Creole/English
- Demonstrated interest or experience in community-based organizations, youth programming, and non-profit organizations; direct experience in youth programming (After School, Camp, School setting) preferred
- Strong communication and interpersonal skills – ability to navigate and manage a variety of personalities, backgrounds, and situations
- Extroverted and enthusiastic
- Excellent communication (writing and verbal) skills
- Able to work independently, but also as part of a team
- Ability to multi-task while setting priorities
- Proficient in Google Drive, Microsoft Office, and Social Media

Salary commensurate with experience (starting at \$50,000) ; generous time off and benefits package included. This position is open and accepting applications until filled. A Criminal Offenders Records Information (CORI) request and Sex Offenders Records Information (SORI) request will need to be completed for this position.

We are an equal opportunity employer and do not discriminate on the basis of race, religion, gender, age, sexuality, gender identification, or physical ability.

Please email resume and cover letter to:

Mallory Rohrig

Director

Mallory@OperationPeaceBoston.org

For more information on our organization, please visit our website at:

www.OperationPeaceBoston.org