

MADISON PARK DEVELOPMENT CORPORATION seeks experienced, dynamic community activists to fill two open positions.

Director of Community Action

The Director develops, implements and evaluates a variety of community programs, including a youth collaborative, a voter education and mobilization coalition, a community learning center, and advocacy efforts to bring more resources to our neighborhood. Duties include supervising staff and volunteers, program design, implementation, evaluation, record keeping and reporting, budget development and oversight, and collaboration with a range of community agencies and stakeholders.

Qualifications:

- Minimum of 5 years of organizing experience, combined with supervisory/management experience;
- Experience with youth-serving agencies and/or voter mobilization campaigns preferred;
- Experience in program development, implementation and evaluation preferred;
- Budget management ability;
- Facility with managing group dynamics;
- Familiarity with database software and Microsoft Office programs;
- Grantwriting and fundraising experience preferred;
- Fluency in Spanish and English preferred.

Director of Resident Leadership and Services

The Director develops, implements and manages tenant engagement programs and MPDC properties. Duties include relationship development with residents, agencies and property management companies, tenant advocacy, program facilitation and coordination, needs assessment, record keeping and reporting, and resource development.

Qualifications:

- 5+ years of resident engagement or organizing experience;
- Well developed verbal and written communication skills;
- Team building skill;
- Prior experience working with low income property management and/or resident services;
- Knowledge of public benefits;
- Proficiency in a second language (Spanish, Creole, Portuguese) preferred;
- BA or MA in Social work or related field; or a combination of education/experience in providing case management services and coordinating community resources and social services for individuals and families.

Candidates should send cover letters and resumes to:
jgrogan@madison-park.org