



Network Engagement Coordinator

(This is a full-time position)

Lawrence CommunityWorks (LCW) is a community development corporation that weaves together community planning, organizing, and asset-building efforts with high-quality affordable housing and commercial development to create vibrant neighborhoods and empowered residents. By facilitating conversations and action on community priorities, LCW engages partners and a network of youth and adult residents in opportunities to move themselves and the city of Lawrence forward.

Approach:

When people come through the door of LCW they enter into to an environment that values relationships and connectivity as key building blocks for community change. The Network Organizing Department (NOD) works collaboratively with Lawrence residents, LCW members, and LCW staff to develop and support opportunities and initiatives for relationship/social capital building, leadership development and collective action that address community and organizational priorities.

Position description:

The Network Engagement Coordinator works within the Network Organizing Department (NOD) and coordinates all aspects of the volunteer and membership programs at LCW. This position will also require working collaboratively with the Network Organizing team in all aspects of LCW's school-based and neighborhood community organizing and network building efforts.

Specific Duties and Responsibilities Include:

- Coordinate and manage all activities and support for LCW's volunteers. (Recruitment, orientation, paperwork, placement, time tracking, data entry, policy and protocol etc.)
- Manage all aspects of LCW's Membership Program.
 - Work with LCW departments to offer membership to their participants
 - Conduct community outreach and recruitment
 - Develop new member engagement opportunities and connect members to existing opportunities
 - Assist in the coordination of LCW's Annual Meeting, our signature member engagement experience during the year
 - Create opportunities to highlight member success stories
- Staff and coordinate the LCW Network Weavers Team. A group of committed members whose objective is to connect people to the resources and opportunities offered by the organization. To grow and support the overall LCW membership.
- Coordinate and oversee The LCW Marketplace – LCW's monthly community building networking nights.
- Coordinate and oversee engagement and relationship building activities with LCW members.
- Coordinate and oversee funder supported comprehensive community evaluation projects.
- Provide professional, personal and leadership development opportunities for Members.
- Use our online database and other methods to maintain clear, organized, and accurate records of LCW membership and LCW volunteers.



- Work with the various LCW departments to track and interpret membership and volunteer data.
- Assist with resident/member turnout and mobilization as needed.
- Assist all network organizing department staff in network building activities aimed at connecting LCW members with one another and opportunities to improve and enhance their quality of life.
- Assist in the coordination of LCWs PODER onboarding staff leadership development.
- Occasionally assist in creating, monitoring, and updating outreach and mobilizing procedures and policies.
- Work collaboratively with other department managers and staff on joint projects/initiatives in order to increase the organizational capacity and advance the LCW mission.
- Assist and support the Network Organizing Department in implementation of campaigns, programs and initiatives as determined by NOD director.

Qualifications:

- **Passion for positive community change through community empowerment and collaboration.**
- **Ability to listen to and see the strengths and skills of community members and to utilize them to bring about collaborative community change.**
- Post-secondary education and/or two or more years of experience in community organizing or volunteer coordination preferred.
- Ability to multi-task
- Great organizational skills
- Ability to work collaboratively with people of diverse backgrounds
- Strong speaking and writing skills
- Ability to work nights and weekends
- Strong computer skills
- Bilingual (Spanish and English) a must

This is a full-time position of 40 hours per week with full benefits. This position will report to the Director of Network Organizing.

Please send resumes and a brief cover letter to: N. Pagan, Human Resources, LCW, 168 Newbury Street, Lawrence, MA 01841 or npagan@lawrencecommunityworks.org with the subject line "Network Engagement Coordinator."