

# Community Liaison Position Description

**Position:** Sudbury MVP 2.0 Community Liaison

**Number of openings:** 5

**Timeframe:** Temporary, March 2024 – November 2024

**Hours of work:** Part-time, 60 Hours over 9 months

**Compensation:** \$2,400 stipend, paid in three installments

**Funding:** Grant funding provided by the Massachusetts Executive Office of Energy and Environmental Affairs (EEA)

**Application Due Date:** Friday, March 8, 2024

## **About the project:**

*Are you passionate about connecting with members of your community and advocating for community needs?* The Town of Sudbury is looking to hire five (5) people to serve as temporary part-time grant-funded Community Liaisons between the Town of Sudbury and underrepresented community groups. Specifically, we are looking for community members who:

- Speak languages other than English
- Work in childcare, elder care, education, or are seasonal workers in Sudbury
- Are renters or residents of a housing authority building
- Are older adults
- Are a student in the Sudbury schools
- Are parents/guardians of a child in the Sudbury schools
- Live in a household with limited transportation access/without a personal car
- Have not participated in a town process before

The Community Liaisons will play a critical role on Sudbury's Municipal Vulnerability Preparedness (MVP) 2.0 Core Team.

The MVP 2.0 program is a grant program run by the Massachusetts Executive Office of Energy and Environmental Affairs. It funds communities throughout Massachusetts to identify climate vulnerabilities and invests in resilience. The MVP 2.0 program expands on the work communities have done to date and supports communities with new methods, tools, and resources for building climate resilience. In particular, MVP 2.0 is a way for the community to revisit resilience priorities with a focus on equity and translate those priorities into action through project development and implementation.

The MVP Core Team will lead the MVP 2.0 work in the community. The Core Team will focus on ways to make the Town of Sudbury more resilient to climate change impacts such as flooding and extreme heat, including ways to support community needs for a stronger and healthier community day-to-day. Topics the Core Team may address could include access to healthy food, housing, transportation, parks and open space, reducing flood risk, or ways to stay cool during heat waves. The Core Team will lead conversations to understand community needs and to help develop a project that will address those needs and support community resilience. Sudbury is looking for individuals who can work individually and as a team to make an impact for their community.

### **Responsibilities:**

- Work closely with the other members of the Core Team (other Community Liaisons, Town staff, and Town board/committee members)
- Participate in Core Team trainings focused on building climate resilience and equity and climate justice (approximately 8 hours over the course of several weeks);
- Attend and participate in regular team meetings (may be virtual or in-person);
- Organize, promote, and facilitate engagement activities with members of the community to gather insight about community needs and factors that contribute to social vulnerability (e.g., creating and distributing surveys, hosting community dinners or pop-up events to gather input, sharing information via social media and listservs, hosting interviews or focus groups, etc.);
- Work with other Core Team members to update Sudbury's priorities for building community resilience via 1-2 meetings and outreach to the community to vet the priorities;
- Work with other Core Team members to identify, develop, and implement a project that supports community resilience in Sudbury;
- Develop and maintain trusting relationships in the community.

**Please Note:** This position is responsible for their own transportation and transportation costs. This position may require evening work and/or weekend work, depending on community engagement needs.

### **Education / Experience:**

Experience in community organizing and/or advocating. Demonstrated active relationships with the Sudbury community.

### **Knowledge, Skills, and Abilities:**

- Ability to fill out forms (e.g., W9, invoices) to work in the State of Massachusetts;
- Ability to summarize and express concerns and opinions of the community, especially underrepresented community members;
- Ability to work effectively and independently with diverse community members;
- Ability to facilitate engagement activities, community listening sessions, discussions, and meetings;
- Proficiency (written and verbal) in English
- Must be 16 years or older. If under 18 years old, then must have the ability to obtain a work permit.

### **To Apply:**

If interested in applying for one of these positions, please complete the pre-application form located at this link: [mapc.ma/SudburyMVPApply](https://mapc.ma/SudburyMVPApply). **Pre-application forms must be submitted by Friday, March 8, 2024 to be considered for a position.** If you are unable to complete the online pre-application form, or have any questions, please contact Dani Marini-King at [MariniD@sudbury.ma.us](mailto:MariniD@sudbury.ma.us). AA/EOE