

## Community Liaison Position Description

**Position:** Core Team Community Liaison for the Town of Northbridge

**Number of openings:** 3

**Timeframe:** November 2023 - June 2025

**Hours of work:**

- November 2023 - August 2024: 1 - 5 hours per week (up to 80 hours)
- September 2024 - June 2025: number of hours will be dependent on the project selected by the Core Team. As a member of the Core Team, you will play a role in selecting the project. There will also be a couple hours for reflection at the end of the process.

**Compensation:**

- November 2023 - August 2024: \$3,200 (\$40/hour)
- September 2024 - June 2025: compensation will depend on the project selected by the Core Team. As a member of the Core Team, you will play a role in selecting the project.
- Compensation requires submission of “milestone memos”, or invoices, per instances of major participation in this process. Instances may include community outreach for a workshop or event, attendance at a workshop or event, etc.

**About the project:**

*Are you passionate about connecting with members of your community and advocating for community needs? Do you value a regional approach to protecting the environment and the people who are most vulnerable to the effects of climate change?* On behalf of the town of Northbridge, the Central Massachusetts Regional Planning Commission (CMRPC) is looking to hire three people to serve as part-time Community Liaisons between the town of Northbridge and underrepresented community groups. These three people will serve on a core team with community liaisons from the three other towns in the Mumford River sub-basin: Douglas, Sutton, and Uxbridge. Specifically, we are looking for community members who have strong ties to Northbridge's elderly and/or youth populations, BIPOC residents, residents with limited transportation and/or internet access, and immigrants, especially those from Latin America, Portugal, Eastern Europe, and Asia. We are also looking for community members who have strong ties to members of the community who have lived experience with financial and/or housing insecurity or barriers to access based on age, income, race, or English proficiency. The Community Liaisons will play a critical role on the Mumford River sub-basin'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 their communities. The Core Team will focus on ways to make the town of Northbridge 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. On behalf of the town of Northbridge, the CMRPC 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 (including town staff and Community Liaisons from Douglas, Sutton, and Uxbridge);
- Participate in a Core Team training 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 the town'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 Northbridge;
- 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. Also, compensation for this position requires the submission of milestone memos or invoices.

**Education / Experience:**

Experience in community organizing and/or advocating. Demonstrated active relationships with the Northbridge 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;
- Native or bilingual proficiency (written and verbal) in English and either Spanish, French/Haitian/Cajun, or German.

**To Apply:**

Please submit a letter of intent *and/or* email us at [splutnicki@cmrpc.org](mailto:splutnicki@cmrpc.org) to set up a 30-minute conversation about your candidacy.

**About MVP 2.0**

The Municipal Vulnerability Preparedness grant program (MVP) provides support for communities in Massachusetts to build resilience to climate change. Communities who complete the MVP Planning program (MVP 1.0) become certified as an MVP community and



are eligible for future funding to complete resilience projects. Since 2017, nearly every Massachusetts municipality has participated in MVP 1.0. Starting in 2023, communities have the opportunity to participate in the updated program, MVP 2.0. MVP 2.0 builds on the work communities have done to date, fills gaps from the MVP 1.0 process, and supports communities with new processes, tools, and resources for building resilience. The MVP program is run by the Massachusetts Executive Office of Environmental Affairs (EEA). See the [MVP website](#) for more details.

On behalf of the town of Northbridge, the CMRPC is looking for three staff members to be a part of the Core Team. This core team will include a total of twelve community liaisons from the four towns in the Mumford River sub-basin: Douglas, Sutton, Northbridge, and Uxbridge. The Core Team will be responsible for investigating factors that create vulnerability for people in these communities, updating the town's community resilience priorities with a focus on equity, and developing and implementing a project that makes progress towards those priorities and builds resilience to climate change. Some of the benefits include:

- Opportunity for the town of Northbridge to get guaranteed funding (\$50,000) to support community resilience; could go towards a broad range of activities;
- Opportunity to build town's relationships with community members to expand members of the community involved on boards, committees, and other processes;
- Opportunity to build the town's relationships with the other towns in the Mumford River sub-basin;
- Provides Core Team members with training on strategies for building climate resilience, inclusive and equity-centered engagement, and climate justice;
- Opportunity to collect information on community social vulnerability, which is an increasing focus of other grant programs (in addition to MVP Action Grants);
- Opportunity to work with community members on a project or initial phase of a project with measurable impact;
- Completing the process will renew the town's MVP Community designation, making it eligible for future Action Grant funding and other opportunities.

The topics addressed in this process are broad; staff who work in planning, housing, public works, conservation, health, or social services would all be a fit. The time commitment will be roughly 60 hours from October 2023 - August 2024, with the following ten months TBD based on the project selected by the Core Team.