



Mutual Aid Coordinator

Brockton Interfaith Community (BIC), founded in 1990, is a multi-faith, multi-ethnic non-profit organization from the greater Brockton area. BIC's mission is to work collaboratively with our partners, on issues chosen together to promote racial and economic justice through prophetic, faith-rooted community organizing. BIC advocates at the state level as MCAN and at the national level as Faith in Action. By building power locally through intentional relationships, BIC leaders and staff aspire to create systems and structures for the purpose of establishing a more equitable and just world.

Job Title	Mutual Aid Coordinator
Reports To	Associate Director of Operations
Salary	\$60k to \$70k

The Mutual Aid Coordinator is responsible for coordinating BIC's Mutual Aid Program. Roles include community outreach, volunteer management, data management, in kind donation solicitation, and direct needs assistance. This is a new position and we're seeking a self-motivated individual who thrives in building a program from the ground up. The Mutual Aid Coordinator should be thinking creatively about organizing around the impacts of economic and racial, disparities in Brockton to build systems that exist outside the government allowing for mutual solidarity and community collaboration. This is a grant funded position until December 2023 with potential for continuation contingent upon funding.

Duties and responsibilities

Mutual Aid Data & Administrative

- Coordinate with the Mutual Aid Financial team for budget development and financial decision making
- Manage operations and partnerships for food distribution

- Track program data, including the distribution of food boxes and in-kind donations
- Coordinate delivery logistics, schedules, and other operational details
- Intake resource requests from community members and other organizations from MAB Page and other mediums
- Analyze applicant data to assess and prioritize requests for mutual aid assistance

Organizing + Volunteer Coordination

- Train and coordinate mutual aid volunteers, maintain accurate records and provide timely statistical and activity reports on volunteer participation
- Work with the Mutual Aid volunteer team to identify areas where support is needed and where funding can address specific challenges
- Support existing and new collaborations with community-based nonprofit organizations, community businesses, and partners
- Create and implement outreach strategies to raise awareness about and garner further support for the Mutual Aid program

Digital Organizing + Communications

- Monitor Mutual Aid Facebook page (posts, engagement, and member requests)

Fundraising & Fund Development

- Responsible for MAB grant writing and reporting, and fundraising activities

Structural Development

- Attend the School of Prophetic Action
- Attend and actively participate in weekly Staff-Meetings and quarterly Staff Day, strategic planning meetings, facilitating meeting where needed
- Attend weekly staff development meetings as needed

Other

- Attend weekly staff meetings and staff development when applicable
- Support staff in coordination of actions and special events
- Provide administrative support to Mutual Aid Brockton
- Meet weekly with Supervisor for one-on-one supervision, development, and project support
- Prepare a weekly staff report
- Take notes a organizational meetings, prepare and distribute staff meeting agendas

Qualifications

- High level of consciousness and/or a willingness to learn and engage in conversations around race, class, gender, and faith/spirituality
- Two or more years of relevant experience in nonprofit programming, office management, volunteer management and/or project management
- Self-motivation, detail-oriented, able to take initiative and ownership of projects, and able to provide and receive creative and strategic feedback in the planning process
- Relational working style - ability to listen well, collaborate, and open for further development
- Occasional evening and weekend work required, with the majority of work happening during daytime hours. This is not a remote position. Some flexibility is required, especially during peak organizing periods such as Action preparations and the Annual Fundraiser
- Must have reliable transportation to travel to the actions, trainings, and other events as necessary
- Must be able to thrive within a work environment that changes regularly according to community needs. Schedule and responsibilities will shift according to organizational priorities
- Strong computer skills including using Microsoft Office applications, Mac, Google Drive, and social media platforms
- Familiarity with mutual aid models and local resources and food box, food systems, or bulk food purchasing experience
- Must be able to lift 25 pounds and stand for extended periods of time
- Other qualifications that would be helpful, but not required include
 - language skills (Portuguese, Cape Verdean Creole, Spanish, and/or Haitian Creole)

To apply please email the following materials to office@brocktoninterfaith.org

- An electronic file of your resume (preferably in PDF format).
- A cover letter stating why you want this position and your qualifications.

Applications will be accepted until this position is filled. BIC has a strong commitment to diversity, equity and inclusion – people of color, women and members of other under-represented groups are strongly encouraged to apply.

BIC provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, BIC complies with applicable state and local laws governing nondiscrimination in employment in every location in which the organization has facilities. This policy

applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training. BIC is an equal opportunity employers and does not discriminate against otherwise qualified applicants on the basis of race, color, creed, religion, ancestry, age, sex, marital status, national origin, disability or handicap, or veteran status.