**Community Liaison**

**Position Description & Talking Points**

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| **Note:** Below is a template position description to help you when recruiting Community Liaison Core Team members. The text highlighted in gray is example text. Replace this text with content that is appropriate for your community. |

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 **Position Description.**

**Position:** Community Liaison

**Number of openings:** 5

**Timeframe:** 21 months (Month 2025 – Month 2027)

**Location:** [Town of Yourtown]

**Time commitment:**

* **Year 1:** 1-5 hours per week (80 hours total). This will include approximately two two-hour meetings per month, on average, as well as additional time outside of meetings spent on leading community outreach and engagement activities, and reviewing and providing feedback on materials.
* **Year 2**: Number of hours 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:**

* **Year 1:** [Example: $3,200 ($40 / hour)]
* **Year 2:** 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.

***Are you passionate about connecting with members of your community and advocating for community needs?* The [Town of Yourtown] is looking to hire [five] people to serve as part-time Community Liaisons.**

**What’s a Community Liaison?** A Community Liaison issomeone who brings strong connections with Environmental Justice or other priority populations in the community. Specifically, the [Town of Yourtown] is looking for community members who have strong ties to [Example: Yourtown’s Haitian, Arabic, and Latinx communities]. We are also looking for community members who have strong ties to members of the community who have expertise on [Example: financial insecurity or housing insecurity] based on their lived experience. The role of the Community Liaison will be to connect with community members, understand their needs, concerns, and priorities, and to help make sure that these insights shape decisions about the project.

**About the project:** The [Town of Yourtown] is participating in a two-year process called the Municipal Vulnerability Preparedness (MVP) 2.0 Program. The MVP 2.0 Program is a grant program run by the State of Massachusetts. It funds communities throughout Massachusetts to identify vulnerabilities to climate change and to implement projects that help build community resilience. Through the MVP 2.0 program, the [Town of Yourtown] will create a Core Team of municipal staff and Community Liaisons who will work together to lead the MVP 2.0 work in the community.

The Core Team will focus on ways to make the [Town of Yourtown] 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. In the first year, the Core Team will lead conversations to understand community needs, update the community’s resilience priorities with a focus on equity, and select a project for building community resilience. In the second year, the Core Team will implement the project they select.

**Responsibilities:**

* Participate in regular meetings and learning sessions with the Core Team. This will include approximately two two-hour meetings per month, on average. It is important that Core Team members make time to participate in these meetings. These may be virtual or in-person.
* Organize, promote, and facilitate community engagement activities to understand community needs and factors that contribute to community vulnerability. This may include hosting community dinners or pop-up events, creating and distributing surveys, sharing information via social media and listservs, hosting interviews or focus groups, or other activities. It will also include meeting together as a Core Team to discuss what you have learned.
* Work together with other Core Team members to explore community and climate data to better understand community vulnerability. This includes 2-3 meetings.
* Work together with other Core Team members to update the [Town’s/City’s] priorities for building community resilience. This includes 2-3 meetings and community outreach to gather community feedback.
* Work together with other Core Team members to identify and develop an implementation plan for a project that supports community resilience in [Yourtown]. This includes 2-3 meetings and community outreach to gather community feedback.
* Work together with other Core Team members to implement the resilience project over the course of year 2.
* Reflect on the process, including what went well and what you have learned. This includes 1 meeting.
* Develop and maintain trusting relationships in the community throughout the process.

**Education / Experience:**

Experience in community organizing and/or advocating. Demonstrated active relationships with the [Yourtown] community.

**Knowledge, Skills, and Abilities:**

* Ability to summarize and express concerns and opinions of the community, especially underrepresented community members;
* Ability to work effectively with people who have different backgrounds and experiences;
* Ability to facilitate engagement activities, community listening sessions, discussions, and meetings;
* Ability to work individually and as a team to make an impact for their community;
* For communities with language access needs: Native or bilingual proficiency (written and verbal) in either [Example: Haitian Creole, Portuguese, Spanish, or Arabic].

**Please note:** Community Liaisons will need to fill out forms (e.g., W9, invoices) to work in the State of Massachusetts. 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.

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| **Note:** Below are some talking points to help with recruiting or interviewing Community Liaisons.  |

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 **Talking Points.**

**We are looking for people who are passionate about connecting with members of the community and advocating for community needs.**

* What needs or issues are you passionate about?
* What experience do you have with community organizing or advocacy?

**This project is focused on building community resilience. This is how we are using that term:**

*Community resilience is the ability of a community to address the needs of its people, neighborhoods, and environment in the face of climate change hazards. Hazards may include hotter temperatures, storms, sea level rise, flooding, heavier rainfall, and other impacts. Topics we might address could include access to healthy food, housing, transportation, parks and open space, reducing flood risk, ways to stay cool during heat waves, or other ideas.*

* What helps make [Yourtown] a healthy and thriving place?
* What are some of the things you are worried about when it comes to living in [Yourtown]?

**A big portion of this process will involve connecting with community members to understand their needs, concerns, and priorities and to get their feedback on priorities and project ideas.**

* What aspect of that work makes you most excited? Why?
* Have you seen or participated in any community engagement activities that you thought were particularly creative or effective?

**We are looking for Community Liaisons who will be able to participate in approximately two two-hour meetings per month (sometimes more) as well as lead outreach and engagement activities in the community at three different points in the process.**

* Does that sound like something you’ll be able to commit to?
* What concerns or questions do you have?