**Resources for Core Team**

**Recruitment**

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| **Note:** Below is a “Community Liaison Position Description” and “Talking Points for Recruiting Municipal Staff Core Team Members.” These are templates to help you when recruiting Core Team members. The text highlighted in gray is example text. Replace this text with content that is appropriate for your community.  **Translated versions** of the “Community Liaison Position Description” can be [downloaded here](https://mass.gov/doc/community-liaison-translated-position-descriptions/download). Translations are available for Spanish, Portuguese, Vietnamese, Chinese, Cape Verdean Creole, and Haitian Creole. |

**Community Liaison Position Description**

**Position:** Core Team Community Liaison

**Number of openings:** 5

**Timeframe:** October 2023 - June 2025 (21 months)

**Hours of work:**

* October 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:**

* October 2023 - August 2024: [Example: $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.

**About the project:**

*Are you passionate about connecting with members of your community and advocating for community needs?*The [Town of Anytown] is looking to hire [five] people to serve as part-time Community Liaisons between the [Town/City] and underrepresented community groups. Specifically, we are looking for community members who have strong ties to [Example: Anytown’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 Community Liaisons will play a critical role on the [Town’s/City’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/City 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. The Town/City 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 and [town/city] staff);
* 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/City’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 [Anytown];
* 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 [Anytown] 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 [Example: Haitian Creole, Portuguese, Spanish, or Arabic].

**Talking Points for Recruiting Municipal Staff Core Team Members**

The [Town/City] is embarking on the Municipal Vulnerability Preparedness (MVP) 2.0 process.

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| **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](https://resilientma.mass.gov/mvp/) for more details. |

The [Town/City] is looking for [five] staff members to be a part of the Core Team. The Core Team will be responsible for investigating factors that create vulnerability for people in the community, updating the [Town’s/City’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/City] to get guaranteed funding ($50,000) to support community resilience; could go towards a broad range of activities
* Opportunity to build [Town/City] relationships with community members to expand members of the community involved on boards, committees, and other processes
* 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/City’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.