



CMTA/NBC Community Organizer Job Opening

Background

No Boundaries Coalition (NBC) is a resident-led advocacy organization mobilizing residents in Central West Baltimore's seven 21217 neighborhoods. Since 2008, NBC has brought residents together from Sandtown, Druid Heights, Upton, Madison Park, Penn North, Reservoir Hill, and Bolton Hill to address the issues that have maintained racial and economic segregation for decades. As an organization, NBC remains rooted in the Founders' vision and mission of directing adequate resources to the neighborhoods of Central West Baltimore through community-centered approaches and intentionally created partnerships. NBC's work is focused on three core areas: Advocacy & Civic Culture, Youth Organizing & Development, and Health & Food Justice. It is believed that focusing the work in these areas will bring about the most sustainable change in the lives of those who live, work, and worship in Central West Baltimore.

Formed in 2007, the **Central Maryland Transportation Alliance** (CMTA) is a diverse coalition of corporate and civic leaders uniting business, philanthropic and institutional sectors around a common agenda: improving and expanding transportation options for the citizens and businesses of Central Maryland. At its core, CMTA is driven by the fundamental belief that accessible, efficient, and sustainable transportation is not just a convenience but a vital catalyst for economic growth, social equity, and community well-being. By fostering cooperation and collaboration among diverse stakeholders, CMTA believes that it can create transformative transportation solutions that serve as a backbone for the region's prosperity. CMTA is an initiative of the **Baltimore Community Foundation**.

Summary of Job Duties

No Boundaries Coalition is seeking a full-time Community Organizer with a passion for improving transportation in greater Baltimore. The Organizer should have experience with field organizing, coalition work, and/or digital organizing. The position is jointly funded by NBC and CMTA with a shared goal to support community organizing that identifies priorities for improving transportation, informs people about opportunities to influence transportation decisions and plans, and develops effective advocacy. The Organizer will be an employee of NBC and will work in close collaboration with CMTA through intentional community engagement. This shared position offers a unique opportunity to work with two like-minded nonprofit organizations, each with its own mission and focus, to engage, mobilize, and empower our community members.

Primary Duties & Responsibilities

1. Community Engagement
 - Build and maintain strong relationships with community members, local organizations,

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and stakeholders, with a particular focus on transportation-related issues.

- Identify key transportation-related issues and concerns within the community and develop strategies for addressing them.
 - Collaborate with team members to develop outreach materials and resources, including brochures, flyers, and promotional materials.
 - Conduct outreach activities, including canvassing, attending community events, and engaging with stakeholders to raise awareness of the nonprofit's mission and programs.
 - Support the implementation of surveys and other feedback mechanisms to gather community input.
 - Support participation in civic engagement opportunities including Maryland Transit Administration public meetings about public transportation projects, CMTA Transportation 101 workshops, and assist in the facilitation of Listen, Lead, Share sessions with NBC and/or CMTA.
2. Social Media Management
- Create and schedule engaging content for various social media platforms, highlighting the activities, impact, and fundraising initiatives.
 - Monitor social media channels and respond to inquiries, comments, and messages in a timely and professional manner.
 - Conduct research and gather data for communication projects and initiatives, such as impact stories, success stories, and case studies.
3. Administrative Support
- Provide general administrative support to the communications and community engagement team, including organizing files, managing schedules, and maintaining documentation.
 - Collaborate with team members to update databases and mailing lists, ensuring accuracy and adherence to data protection regulations.

Qualifications

- Strong written and verbal communication skills, with the ability to adapt messaging for different audiences.
- Proficiency in social media platforms (Twitter, Instagram, Facebook, YouTube, TikTok, etc) and tools, including scheduling and analytics.
- Excellent organizational and time management skills, with the ability to prioritize tasks and meet deadlines.
- Ability to work both independently and collaboratively within a nonprofit team environment.
- Knowledge of community engagement principles and practices, including experience with marketing or social justice campaigns.
- Familiarity with Baltimore City agencies and organizations.
- Strong attention to detail and ability to multitask in a fast-paced setting.
- Ability to lift 20-30lbs.

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- Must have a valid driver's license and reliable transportation. Regular access to a personal vehicle is preferred.
- Familiarity with graphic design software, content management systems, and nonprofit CRMs is a plus.

Compensation

This is a full-time, salary position with a pay rate of \$50,000/annually. The Organizer position is an exempt, at-will position with health benefits and paid leave. The incumbent may be removed, without any finding of cause, by the hiring authority.

How to Apply

Interested candidates should submit a cover letter, professional references, and a relevant resume to info@noboundariescoalition.com with the subject line **Name_Job Position**. (Ex. John Doe_Transportation Community Organizer)

As an equal opportunity employer, No Boundaries Coalition is committed to recruiting, retaining and promoting employees who are reflective of Baltimore's diversity.

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