Dorchester Bay Economic Development Corporation
Shepherd Poverty Alliance Job Description

Purpose of the Agency/Organization:
Dorchester Bay Economic Development Corporation is a strong community based non-profit development corporation in a very diverse neighborhood of Boston. We do affordable renting and home ownership housing, renovations and new construction, small business loans, industrial parks, and lots of community organizing. We are also helping to strengthen three neighborhood business districts.

Job Title of Position:
Organizing Department Intern

Expectations/Responsibilities of the Position:
The responsibilities and goals include assisting the organizing staff with the various programs conducive to community development and empowerment, such as:

Community Organizing, Youth Force
• Assistance with civic groups and local organizations such as Uphams East, Groom/Humphrey neighborhood areas with site visits and “one-on-one’s”
• Assist civic groups in organizing crime watches and in addressing other community issues.
• Help groups access resources that will promote empowerment and growth.
• Assist them in identifying issues to organize around.
• Assist with planning and organizing campaigns around community issues.
• Help plan and attend ongoing group meetings.
• Conduct outreach through 1:1 visits.
• Assist with the South Bay project improvement campaign.
• Assist with Groom/Humphrey neighborhood youth council.

Job Linkage/Social Service
• Assist with welfare to work outreach and recruitment of families.
• Help with referrals and job placements.
• Help plan/coordinate activities of the summer camp.
• Help residents plan and organize social activities.
• Outreach to DBEDC residents.
• Attend monthly meetings.

Resident Services
• Outreach to families in DBEDC properties.
• Assist with leadership building.
• Assist with team Expedition activities.
• Help with door knocking and home visits to residents.

Qualifications: Outgoing personality and an ability to relate to teens.

Revised: 11-2010
Working Conditions: The main office of Youth Development and the Dorchester community at-large.

On-Site Supervisors:
If interested in Youth Force contact, Daniel Gelbtuch (617) 825-4200 x203
If interested in Housing, Social Services contact, Elias Monteiro (617) 825-4200 x204
Executive Director, Jeanne Du Bois, (617) 825-4200 x217

Supervisor Plan: Intern works directly with Dan Gelbtuch or Elias Monteiro, depending on the focus.

Additional Comments: While we are tackling the toughest of social issues, we still find it possible to have a wonderful time. Since we work with the residents we “serve,” it is easy to not feel helpless or hopeless in this never-ending battle. To witness the enthusiasm these neighborhoods can generate is enough to give anyone help. Our only real obstacle is time. That’s where Shepherd Alliance interns can make the greatest difference. We promise you a safe, exciting, challenging, and varied summer experience.