



## **COMMUNITY COORDINATOR**

MANNA Community, Cathedral Church of St. Paul Boston

Position Name: Community Coordinator  
Position reports to: Cathedral Dean  
Location: Cathedral Church of St. Paul, Boston  
Compensation: \$46,000/yr  
Terms: 30 Hours with full benefits

**Summary:** MANNA (Many Angels Needed Now and Always) is a ministry of, by, to, and with people experiencing homelessness on and near Boston Common. MANNA is a community of the Cathedral Church of St. Paul (Episcopal), which works closely with other service providers and city agencies. MANNA's regular program days are Sunday, Monday and Tuesday. MANNA is operational on all Monday holidays, Thanksgiving, and Christmas Eve.

### **Essential Duties and Responsibilities:**

#### Individual and Communal Care (80%)

- Work collaboratively with the MANNA team to ensure that the community as a whole is receiving care.
- Assist in the day-to-day operations of all MANNA programs including seasonal and extra worship services (memorials, etc.) and community events (Winter Walk, Walk for Hunger, retreats of any kind, etc.).
- Visit community members in hospital, jail, or on the street as needed.
- Accompany community members as needed to bus/train station or appointments (housing, medical, crisis intervention teams) in collaboration with MANNA team.
- Help reduce harm by being fully present with eyes on the community as a whole, defusing conflict, intervening when necessary to keep drugs and alcohol out of the space, managing tensions and encouraging the community to be "pillars of peace," and, if necessary, asking community members to leave for the day.
- Facilitate community meetings and groups in rotation with MANNA team.

#### Community Resource Coordination (20%)

- Update and organize resource materials including: Boston-area meal program lists, clothing program lists, shelter information sheets, recovery and harm reduction resource guides, immigration support information sheets, etc.
- Support Monday Lunch Program relationships with Parish Partners and volunteers in collaboration with MANNA team
- Support MANNA team with donation management, organization, and distribution

- Orient and direct volunteers during program hours in collaboration with MANNA team
- Support MANNA's goals to develop relationships with local politicians, advocacy groups, and other organizations who support people experiencing homelessness
- Support MANNA team with fundraising and development, including contributing to the quarterly MANNA newsletter, Dispatches

**Qualifications:** The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Excellent interpersonal, mediation and conflict resolution skills
- Ability to work independently and collaboratively
- A comfortability working with people who are experiences homelessness, substance use disorders, and / or mental illness
- A comfortability working in a religious setting and across differences of class, race, gender and faith traditions
- A commitment to anti-oppression practices
- Proficiency in using Microsoft Office Suite (Teams, Microsoft Word, Power Point)
- Spanish language proficiency preferred but not required

**Physical Requirements:**

- An ability to lift 25 lbs
- An ability to be on your feet for extended periods
- An ability to travel to a variety of locations to visit community members

**Work Environment**

The Cathedral serves people of diverse cultures and backgrounds, including unhoused persons, in a busy urban neighborhood. We are committed to celebrating belonging, equity, inclusion and diversity within and among our congregations, employees and visitors, and candidates must be able to affirm these commitments. We are an equal opportunity and affirmative action employer. MANNA serves a diverse community of people who have experienced/are experiencing trauma and need strong support to be successful in community. De-escalation training and trauma-informed care training are part of orientation for MANNA employees.

**To Apply**

Send a cover letter and resume to [hr@diomass.org](mailto:hr@diomass.org).