



DO-IT-YOURSELF LOWELL

Community-Led Projects

c/o Coalition for a Better Acre, 517 Moody Street, Lowell MA 01854

(217) 722-9516 · diylowell.org · info@diylowell.org

DIY (Do-It-Yourself) Lowell Program Director

20 hours per week

Compensation: Up to \$28.75 / hour depending on experience

Applications Open: Immediately

Deadline to Submit Applications: May 15, 2019

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DIY (Do-it-Yourself) Lowell is a grassroots organization that helps community members learn how to make small projects and events happen together. Each year, we ask people in Lowell for community project ideas. The winning ideas are discussed at a summit in mid-summer, and following the summit, DIY Lowell assists community member teams to make the projects happen.

This position is ideal for candidates who wish to become immersed in the City of Lowell's thriving arts and multicultural community. Candidates interested in community development, nonprofit administration, and/or all-ages civic engagement education are especially encouraged to apply. This is a grant-funded position with a guaranteed duration of six months. The DIY Lowell Program Director will assume leadership of the organization as its first paid staff member and will focus on **program facilitation, fundraising, outreach, and strategic planning**. The Program Director will perform the following duties with support from the Advisory Board:

1. Execute the Young Ideas Project, including leading young people (focused on 7th grade – college) through workshops and recruiting young people to work on project teams
2. Oversee the DIY Lowell Advisory Board and delegate tasks to the Board
3. Plan and execute the Annual Summit (summer) and Annual Fundraiser (winter)
4. Manage the organization's annual budget and identify new revenue opportunities
5. Promote and publicize the organization and its events through social media, tabling, working with a street team of diverse young people, and other community outreach activities
6. Spearhead support for DIY Lowell projects as needed

Qualifications

- Enthusiasm and interest in DIY Lowell's mission and goals
- Ability to confidently interact with a wide variety of people in Lowell across a spectrum of backgrounds and ages—those with bilingual abilities and/or experience working with youth are strongly encouraged to apply
- Comfort with public speaking to both small groups and one-on-one, as well as facilitation experience with small groups
- Knowledge and skill using a variety of social media outlets
- Availability to travel to events in Lowell on evenings and weekends
- Responsibility, self-motivation, and organization
- Excellent writing, email, and verbal communication skills
- Previous event production or event management skills a plus

Technical Skills

- Must be proficient in Microsoft Office and Google Office Suite (Google Drive, Google Docs/Sheets)
- Design skills and/or proficiency in Adobe InDesign a plus



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Benefits

- Excellent resume-builder for community engagement, community development, marketing, and event planning
- Work collaboratively in a fun environment with DIY Lowell Co-Founders, Advisory Board, Volunteers, and community members
- Great opportunity to network within the Lowell community and meet people from other organizations, businesses, and professional groups
- Position guaranteed for six months, permanent position or expansion to full-time dependent on grant funding and sponsorships
- Sick time accrued at 1 hour/30 hours worked

Please submit a resume and cover letter to info@diylowell.org.

Applications must include both resume and cover letter.

DIY Lowell is a grassroots group dedicated to helping community members make small-scale projects and events happen together. It connects people with ideas to funding, technical assistance, and most importantly to one another. Coalition for a Better Acre (CBA) is DIY Lowell's fiscal agent. CBA is a Lowell-based 501(c)(3) nonprofit agency. DIY Lowell is an equal opportunity employer.