

Community Liaison

Position Description & Talking Points

Position Description

Position: Community Liaison

Number of openings: 2-3

Timeframe: 21 months (October 2025 – June 2026)

Location: Martha's Vineyard

Time commitment:

- **Year 1:** 1-5 hours per week (80 hours total). This will include approximately two two-hour meetings per month, on average, as well as additional time outside of meetings spent on leading community outreach and engagement activities, and reviewing and providing feedback on materials.

Compensation:

- **Year 1 (October 2025- July 2026):** (80 hrs @ \$50 / hour)] = \$4,000
- **Year 2 (August 2026 – June 2027):** Compensation will depend on the project, in which you will play a role.

Are you passionate about connecting with members of your community and advocating for needs of vulnerable populations? The Martha's Vineyard Commission is looking to hire 2-3 people to serve as part-time Community Liaisons.

What's a Community Liaison? Community Liaisons are individuals with strong connections to vulnerable populations, including people who are older, disabled, financially insecure, have limited English proficiency, face housing insecurity, work in farming or fishing, or operate businesses at risk from coastal flooding. The role of the Community Liaisons will be to connect with community members from these vulnerable populations to understand their needs, concerns, and priorities, and to help make sure that these insights shape decisions for a climate-related seed project.

About the project: Martha's Vineyard is participating in a two-year process called the Municipal Vulnerability Preparedness (MVP) 2.0 Program. The MVP 2.0 Program is a

grant program run by the Commonwealth of Massachusetts. It funds communities throughout Massachusetts to identify vulnerabilities to climate change and to implement projects that help build community resilience. Through the MVP 2.0 program, the MVC will create a Core Team of Town Liaisons and Community Liaisons who will work together to lead the MVP 2.0 work on the Island.

The Core Team will focus on ways to make Island residents 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. For example, topics the Core Team may address include reducing flood risk, improving emergency preparedness, or ways to stay cool during heat waves. In the first year, the Core Team will lead conversations to understand vulnerable communities' needs and update each of our Town's resilience priorities with the concerns of vulnerable populations in mind. Each town will use this information to select a project for building social resilience that will be implemented by the town in the second year. Alternately, it is possible that towns may choose to collaborate on a regional project to build social resilience Island-wide.

Responsibilities:

- Participate in regular meetings and learning sessions with the Core Team. This will include approximately two two-hour meetings per month, on average. It is important to make time to participate in these meetings. These may be virtual or in-person.
- Organize, promote, and facilitate engagement activities with vulnerable populations to understand needs and factors that contribute to vulnerability. This may include hosting community dinners or pop-up events, creating and distributing surveys, sharing information via social media and listservs, hosting interviews or focus groups, or other activities. It will also include meeting together as a Core Team to discuss what you have learned.
- Clearly communicate findings of engagement activities to Core Team and Climate and Energy Committees
- Work together with other Core Team members to explore Island and climate data to better understand vulnerability of the community.
- Work together with other Core Team members to support updates of the 6 Island towns' priorities for building social resilience.
- Support towns to identify and develop an implementation plan for town pilot projects (or a collaborative regional project with all towns) that supports community resilience on Martha's Vineyard.
- Reflect on the process, including what went well and what you have learned. This includes 1 meeting.

- Develop and maintain trusting relationships in the community throughout the process.

Education / Experience:

Experience in community organizing and/or advocating. Demonstrated active relationships with vulnerable populations groups on Martha's Vineyard.

Knowledge, Skills, and Abilities:

- Ability to summarize and express concerns and opinions of the community, especially underrepresented community members.
- Ability to work effectively with people who have different backgrounds and experiences.
- Ability to coordinate and support facilitation of engagement activities, community listening sessions, discussions, and meetings.
- Ability to work individually and as a team to make an impact for your community.

Please note: Community Liaisons must complete W9 form with Social Security Number. 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.

Application:

To apply, [please fill out an application here](#) by September 7th.