



The Laundromat Project Position Announcement - Kelly Street Manager & Organizer

The Laundromat Project (The LP) advances artists and neighbors as change agents in their own communities. We use arts, culture, and creativity to turn strangers into neighbors to foster more resilient and interconnected neighborhoods. We do this by meeting people where they are--laundromats, parks, schools, libraries, and even sidewalks. Our values underscore everything we do, and we are deeply inspired by the amazing communities in which we work--particularly Bedford Stuyvesant, Harlem, and Hunts Point/Longwood.

Everyday, our small but mighty team bands together to create welcoming spaces for creative exploration and cross-pollinating ideas while resourcing our neighbors to be positive forces for change in their communities. Together, we envision a world in which artists are understood as valuable assets in every community and everyday people know the power of their own creative capacity to transform their lives, their relationships, and their surroundings.

The LP is a great place to work! We are looking for a new member of our growing team who can contribute to our positive, hard-working, creative, and fun environment. Our office is in Central Harlem, with a second space in Longwood, South Bronx which will be the focus of this opportunity.

Kelly Street Collaborative Focus

In partnership with [Workforce Housing Group](#), [Kelly Street Garden](#), [Banana Kelly Community Improvement Association](#), and Kelly Street residents, The LP has transformed a 2 bedroom-apartment on Kelly Street in Longwood, South Bronx into a thriving creative community hub, with artist studios, arts programming, and community partnerships that will allow us to engage the larger Kelly Street community.

Role

The Kelly St. Manager & Organizer position coordinates the Kelly Street Collaborative, our creative community hub, and lead base building and leadership development with community leaders and residents in Longwood/Hunts Point in The Bronx. The Manager & Organizer is a dual position serving both as a community organizer and as an arts programmer/facilitator.

MAKE ART

WASH CLOTHES

BUILD COMMUNITY

The LP sees creativity being a fundamental human capacity and one that it is even more necessary when neighborhoods are facing challenges—as it sparks new ways of thinking, doing, and reacting. The Manager & Organizer will be expected to use their experience to ignite new relationships for the LP and our Kelly Street partners. They will amplify and support existing neighborhood initiatives to catalyze continued neighborhood resilience through arts and culture, in collaboration with our partners. Areas of focus include food justice, environmental justice, racial justice, and social justice.



CELEBRATING 10 YEARS OF CREATING CHANGE

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Main Responsibilities

- Staying current about interests and issues facing the community (neighbors, families, artists, cultural workers, teachers, students, gardeners, organizations, etc.) in and around Hunts Point and Longwood.
- Conducting leadership development and trainings, including identifying potential leaders, building relationships through one-on-one meetings, and identifying leadership needs.
- Developing, planning, and facilitating trainings to develop and grow a community advisory council that can recommend and co-lead, and lead programmatic activities.
- Building and sustaining relationships with community members by visiting neighbors in their homes, conduct outreach in buildings, and attend events outside the office. Participate in meetings as The LP representative (e.g. block and tenant associations, local community development corporations, community board, and any other relevant meetings).
- Design programs and activities with community input focusing especially on community building and arts education that engages community members of diverse backgrounds and generations at the space, surrounding areas, including the garden, a local laundromat, the park, and sidewalks. Coordinate general program-related duties and activities, develop curricula, and working closely with artists-in-residence, create change fellows, teaching artists, and partners in these activities.
- Create a safe space within the Kelly Street community and nearby venues for all neighbors to come together—engaging them in positive interactions and shared experiences. Coordinate logistics of maintaining the apartment as a welcoming, organized, clean, and accessible space for the larger Kelly Street community.
- Manage direct reports, interns, and volunteers as assigned.

General Activities

Given the nature of our team and our work, there are some activities that everyone participates in! These can include:

- Sending thank-you notes to donors;
- Helping with fundraising and community-building events;
- Preparing materials for programs; and
- Joining in advocacy and outreach events

Qualifications

The ideal candidate possesses the following experiences, skills, and qualities:

- Candidates must demonstrate a willingness to approach the work through a racial and intersectional justice analysis.
- Ability and passion for building group cohesion and motivating others to action.
- Take leadership on projects while also thriving in a collaborative environment
- Ability to find creative solutions and to be adaptive to the local context.

- Work collaboratively with inter-generational and diverse audiences in community-based settings and cross-sectors
- Able to design activities and programs that engages with community
- Appreciate art & artists
- Has strong written, verbal, and interpersonal communication skills
- Fluent in spoken and written English
- Proficient in spoken and written Spanish required
- Has strong administrative capacity
- Manages time efficiently with multiple projects at play
- Open to receive feedback and adapt quickly
- 360-degree thinking, ability to connect the dots across agendas and goals
- Fluency in the Mac computer platform, Google Apps for work experience, Slack, Salesforce, and project management software are a strong plus
- Ability to lift at least 25lbs
- Applicants that satisfy any of the following three (3) criteria are a strong plus:
 - Live in the South Bronx
 - Work history in the South Bronx
 - Have demonstrable history of personal investment in the South Bronx

Term:

- 18-month position with a possibility of extension after that time
- Begins Summer 2018.
- One position will be filled.

Full-time: Approximately 40 hours/week. This includes time meeting with The LP and other partner organizations and neighborhood entities. The Kelly St. Manager & Organizer job often requires evening and weekend meetings. The standard work hours for the Manager & Organizer are between 10:00 a.m. and 6:00 p.m., but the necessity of evening and weekend meetings will require modifying those hours as appropriate.

Location: Primarily in the Kelly Street area, neighborhood of Longwood & Hunts Point, South Bronx. More information here: <http://laundromatproject.org/kelly-street-collaborative/>

Supervision: This position reports to The LP's Director of Programs & Community Engagement

Compensation: The salary range is up to mid 50s, commensurate with experience; Excellent benefits and vacation time, including health, dental & vision insurance, retirement matching, and a week off at year's end.

Application Process

Please submit a cover letter and resume (in a single PDF) to Hatuey Ramos-Fermin (jobs@laundromatproject.org). Applications will be reviewed on a rolling basis, with **priority given to those received by June 15, 2018 at the latest or before.**

In the subject line, please specify "Your First and Last Name - Kelly St. Manager & Organizer". The cover letter should describe why you feel you are a good fit for The LP's mission and values and for this position.

We will not accept reference letters, phone calls, and/or emails. Please be advised that we cannot respond to all inquiries. Only candidates for consideration will be contacted.

People of color, immigrants, women, LGBTQIA+ folk, and members of other historically undervalued groups are especially welcome and encouraged to apply. The Laundromat Project is an equal opportunity employer.

The intent of this job description is to provide a representative summary of duties and responsibilities that will be required of this position and title. Employees may be requested to perform job related tasks other than those specifically presented in this description. This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer.