



## Hyde Square Task Force | Latin Quarter Manager

**Hyde Square Task Force (HSTF)** is an award-winning youth development organization based in the Hyde–Jackson Square area of Jamaica Plain/Roxbury, known as Boston’s Latin Quarter. Founded over 30 years ago, HSTF now engages more than 600 youth ages 6–25 in college and career preparation, Afro-Latin arts and cultural enrichment, and community-building initiatives.

In doing so, we ensure that youth have the arts and educational opportunities they need and deserve in order to be successful, and that their voices and cultures are valued and celebrated in Boston’s Latin Quarter and beyond. Our work is guided by our mission: to amplify the power, creativity, and voices of youth, connecting them to Afro-Latin culture and heritage so they can create a diverse, vibrant Latin Quarter and build a just, equitable Boston.

**Position:** Latin Quarter Manager, full-time, reports to the Senior Manager of Organizing and Engagement, must work out of HSTF’s Jamaica Plain office the majority of the time.

**Job Summary:** We seek a creative, dynamic, and entrepreneurial Latin Quarter Manager to lead the implementation of the Latin Quarter Cultural District Plan centered around Hyde and Jackson Squares in Boston’s Jamaica Plain neighborhood. *This is a two-year funded position with a potential for renewal pending resources.*

### Leadership & Management

- Work with the Latin Quarter Advisory Committee, HSTF Leadership Team, and outside facilitators/consultants to strategize and carry out the Latin Quarter Cultural District Plan’s vision and goals, which include the promotion of Afro-Latin arts and culture and supporting local Latinx businesses.
- Maintain and promote positive relationships with the Latin Quarter’s diverse range of community partners and stakeholders.
- Evaluate, assess, and manage consultants, vendors, volunteers, and contractors for the Latin Quarter.
- Develop and implement various community events for the district, in coordination with other designated HSTF staff and with the support of the Latin Quarter Advisory Committee.
- Along with the Executive Director and Senior Manager, represent the Latin Quarter at public and coalition meetings.
- Coordinate and facilitate Latin Quarter Advisory Committee meetings and provide the Leadership Team with regular updates to make informed, effective, and strategic decisions.
- Maintain a Latin Quarter calendar of events and meeting schedule.
- In coordination with the communications team and other related HSTF staff, promote and market Latin Quarter events and initiatives to increase visibility for the district and overall engagement.
- Oversee and expand the Latin Quarter Advisory Committee to ensure that it accomplishes its goals and objectives.

### Program Planning and Implementation

- In coordination with HSTF arts staff, develop and implement innovative programs that will improve the vitality and resilience of the Latin Quarter, Afro-Latinx community, and other stakeholders.
- Manage all project timelines and deliverables.
- Create, implement, and maintain a program tracking and evaluation process.
- Develop and implement a framework to educate developers about the Latin Quarter.
- Oversee the implementation of the Latin Quarter Cultural District Plan, including a detailed work plan with clear targets and success metrics.
- Establish and maintain a network of emerging and established Afro-Latinx artists.
- Develop and implement a strategy to support Latinx owned/run businesses in the Latin Quarter

- Manage Latin Quarter-related contract/grant deliverables.
- Provide the development team with the necessary data/information needed for grant reporting.
- Work with the finance team to maintain annual Latin Quarter budget.
- Work with the development team to identify diverse funding sources for the Latin Quarter.

### **Organizational**

- Actively contribute to the implementation of organizational strategic goals and objectives.
- Participate and actively contribute to organization-wide events, activities, committees, and initiatives as needed.

*The above is not an exhaustive list of every duty and responsibility required. Other duties may be assigned.*

### **Qualifications:**

#### Experience

- Five or more years of professional experience in a related field (e.g., place-making/keeping, organizing, coalition-building).
- Experience successfully planning, coordinating, and implementing large-scale events.
- Experience working with diverse stakeholders and communities, particularly with the Latinx community.

#### Skills

- Proven track record of leadership in the areas of coalition building, community outreach and engagement, and community organizing.
- Familiarity with Jamaica Plain, particularly the area comprising Boston's Latin Quarter, its history, stakeholders, and relevant community assets and needs.
- Budget management skills, including budget preparation, analysis, and reporting.
- Excellent listening skills, including the ability to entertain and incorporate a variety of diverse viewpoints and reach consensus.
- Ability to develop strategic partnerships among civic, public, and private institutions.
- Able to meet deadlines and ensure completion of projects on schedule.
- High level of computer literacy including Google Suite, MS Office Suite, and Salesforce.
- Skills in organizing resources and establishing priorities.
- Outstanding communication, interpersonal, and written and verbal communication skills.
- Extremely organized, reliable, punctual, accurate, and detail-oriented.
- Demonstrated ability to build and maintain relationships with a wide array of people.
- Ability to work independently and collaboratively as a team player.
- Proven ability to work with efficiency, flexibility, and good humor.
- Ability to remain focused in the face of pressure, delivering against timelines without being intimidated by tasks/time limitations.
- Spanish proficiency (spoken and written) highly preferred.

#### Personal Attributes

- Values alignment with HSTF's mission, vision, and goals.
- Commitment to equity and inclusion.
- Flexibility to work hours as program/organizational needs change (occasional weekends and evenings).
- Must be a self-starter with strong problem-solving skills.

#### Education/Training

- Bachelor's degree required, Master's degree preferred in a related field.

#### Other

- Successfully pass CORI and SORI background checks.

- Must be authorized to work legally in the United States.

**Salary:** Starting at \$60,000, commensurate with experience. Benefits include: medical and disability insurance, parking, vacation time, personal days, paid holidays, paid week off December 24th - January 1st, sick time, 403(b) program, and a supportive work environment.

**How to apply:** Interested candidates should submit their resume, cover letter, and three references on or before January 16, 2023, to [BLQManager@hydesquare.org](mailto:BLQManager@hydesquare.org). Please include the position, Latin Quarter Manager, in the subject line of the email. No walk-ins or phone calls please.

*Hyde Square Task Force is an equal opportunity provider and employer We value having a diverse staff who are representative of the community we serve and bring to our organization a variety of traditions, experiences, and points of view Individuals of all backgrounds are strongly encouraged to apply*