



NN Board of Directors - Job Description

Our Mission

Our mission at Newton Neighbors is to facilitate community connection, mutual aid, and access to resources and supports for all people who live, work, pray, play, and/or learn in Newton, MA and surrounding communities.

Our Core Values

1. Respect and appreciation for a diversity of backgrounds and beliefs.
2. Equity and inclusion for all.
3. A culture of engagement (“I’m going to get involved”), collaboration (“we are going to work with each other”), and partnership (“we are going to work towards shared goals”).
4. A willingness to be flexible and adaptive to a changing environment.
5. Evidence-based decision making

Desired Skills and Experience

We are looking for new Board members who are passionate about helping and engaging neighbors and joining in our work to provide guidance and support to our community. This includes programs that raise funds to distribute to neighbors in and around Newton.

Various skills and experience contribute to a dynamic Board with broad perspective. While not required, we are specifically seeking new Board members with a background in one or more of the following areas:

- marketing and communications;
- development and fundraising;
- finance and accounting;
- website design and/or serving as webmaster;
- volunteer recruitment and engagement;
- lived or professional experience with social service providers, in particular those focused on food insecurity.

We are also seeking individuals who are interested and willing to learn any of the above skills in support of the organization.

We are also specifically recruiting for a new Treasurer. The Treasurer will hold both a general Board seat and be elected to a 1 year renewable term to hold the office of Treasurer within the organization. The Treasurer works with our bookkeeper to maintain our financial records, helps develop an annual budget, and takes the lead in reporting financial information to the Board (in partnership with the other members of our Finance Committee). This role requires approximately 1-3 hours of work per month.

Please note that we are a working board. Newton Neighbors was founded as, and remains, a local, grassroots group of neighbors seeking to support other neighbors and contribute to the community. All of our Board and team members are volunteers, and we expect that our Board members will take the lead in modeling and contributing to our model of shared mutual aid. To this end, we expect that Board members will provide both thought leadership and governance of the organization as well as direct contributions to our programs and organizational needs. We have outlined the expectations for our Board members in the attached Memorandum of Understanding.

By way of example, some of our Board members both serve in a governance function and help administer our ongoing programs, like the

food pantry delivery program. Others help organize and table at community events.

Time Commitment

Board members will be expected to commit to an average of 8-10 hours per month of organizational work (with the expectation that the work ebbs and flows, depending on our projects and workflow). This includes attendance at Board meetings, which are held on Sunday evenings every other month, in person, from 7-9pm.

Note that election to the Treasurer role, as outlined above, would be part of, not in addition to, this 8-10 hour expected monthly commitment.

Each Board term is 3 years, with an option to run for re-election.

Why You Will Love Being Part of Newton Neighbors!

Newton Neighbors is a community-based, volunteer-led mutual aid network. We care deeply about what we do and are committed to growing and engaging with our partners across Newton and our surrounding communities. We have built a diverse team of neighbors who care deeply about the work we do and have spent thousands of hours volunteering to support the community in various ways through our programs. We welcome new voices and ideas and perspectives, and we are always looking to learn. We also enjoy getting to know each other and our families and having fun together.

To apply, please send a resume and cover letter to Jenn Pucci, our current Board Chair, at jenn@newtonneighbors.org, by October 27, 2023. In your cover letter, please outline your interest in joining the Newton Neighbors Board, what you believe you would bring to the role, and what you hope to gain from the experience.

Please also send any questions to jenn@newtonneighbors.org

Thank you for your interest in Newton Neighbors!



Newton Neighbors, Inc

Helping, Welcoming, Connecting Neighbors

To facilitate community connection, mutual aid, and access to resources and supports for all people who live, work, pray, play, and/or learn in Newton, MA and other communities.

About Us

Our History

At the beginning of the COVID-19 pandemic, four women launched Newton Neighbors. Today, we are an incorporated non-profit serving Newton and the surrounding communities. We share resources and information through our Facebook channel of more than 7,000 members, on our list-serve of more than 1,500 members, and at community events. You and our 40+ partners make our impact possible. Our 5 core values drive our decisions and engagement.



Evidence-based decision making

Culture of engagement, collaboration, and partnership

Respect and appreciation for a diversity of backgrounds and beliefs

Equity and inclusion for all

Flexibility and adaptiveness

Core Values

Initiatives & Impacts

- 1 City-Wide Diaper Collection and Distribution Initiative**
In this annual spring event, we collect diapers and distribute them to over families in need.
- 2 Summer Camp Initiative**
Each summer we help bridge the scholarship gap to enable students to attend camps in Newton.
- 3 Gardening Initiative**
Through this spring project we work with Newton seniors on gardening projects, including individual container gardens, outdoor gardening plots, and general yard clean up. We have also planted and maintain a community pollinator garden that volunteers help to maintain.
- 4 School Supply Drive for Children in Newton & Neighboring Towns**
Each summer we collect and distribute schools supplies including backpacks, lunchboxes, water bottles, calculators, and gift cards to local families.
- 5 Newton Community Freedge**
The Newton Community Freedge is a free, outdoor refrigerator located in Nonantum. This all-volunteer-run initiative, coordinated by the Newton Food Pantry, is available at all times and in all weather for anyone. We coordinate volunteers, who monitor, clean, pick up donations, and stock the Freedge.
- 6 Food Pantry Delivery**
Since April 2020, our Food Pantry Delivery Program has coordinated volunteer drivers to deliver food from local food pantries to families who are unable to access them. Our 150+ volunteers make 150-200 deliveries each month.
- 7 Bulk Food Delivery**
The Bulk Food Delivery Program delivers healthy, often locally sourced, food to Boston-area food pantries. Today, this program now has over 70+ volunteers who deliver up to 40,000 pounds of food per month to area pantries.
- 8 Thanksgiving Gift Card Drive**
Each Thanksgiving we distribute local food market gift cards to local families to help them through the holiday weekend.
- 9 Bike Drive**
During the spring and summer, our team collaborates with local partners to receive used bike donations and repairs and distributes these to local families.

Volunteer With Us

"Volunteering is how I express my gratitude for the support my family received as a child and...pay that kindness forward"

"Newton Neighbors enabled me to see beyond my neighborhood"

Learn about volunteer opportunities

<https://www.newtonneighbors.org/helping-neighbors>

Need Support?

Get support and check out our list of resources



Learn More



NewtonNeighborsHelping@gmail.com

Sign up for our monthly newsletter



Facebook.com/groups/NewtonNeighborsHelping



@WelcomingNewton

