

Volunteer Positions

The following is a list of descriptions of possible ways to get involved with Metro West Collaborative Development. This is by no means an exhaustive list of every volunteer role with the organization; and we encourage anyone who has an idea for a way they would like to be a part of Metro West CD to reach out to us! Please direct any ideas or questions to Desiree Pelletier at 617-923-3505 ext. 8 or desiree@metrowestcd.org.

If you would like to join Metro West CD as a volunteer, please fill out the brief application which can be found on our website, or at

Administration-Help Metro West CD run our office!

Individuals who choose to serve as an Administration Volunteer will be helping Metro West CD perform an integral part of our daily operations. This is a flexible opportunity which involves various tasks as they become needed at Metro West CD's office in Newton. Under the guidance of staff members, this could include helping with mailings, making copies, organizing archived files and data, phone duties, and more as it becomes needed. The ideal volunteer for administration work would be one who is detail orientated and has experience with Microsoft Office, answering phones, and using a printer/copier.

Language Assistant-Provide translation services to residents!

On occasion individuals come to Metro West CD in need of affordable housing but a language barrier makes it difficult to provide them with useful assistance. Volunteers who are proficient with a needed language can provide a translation of any information and applications. This work would be on a need based basis, as clients with a language barrier arise a volunteer who speaks the desired language will be matched to them.

Housing Application Assistance-Help a family obtain housing!

One of the programs Metro West CD runs is titled Ready Renter, a mailing list which allows us to send out a monthly bulletin of available affordable housing. However, even with our Ready Renter program, searching for affordable housing can be a very daunting task. Therefore, Metro West CD is looking for volunteers to help out at our Housing Search Clinics. At these Housing Search Clinics, volunteers will help participants with various items, such as: searching for available homes, organizing applications, utilizing office resources, and much more.

Financial Literacy- Help families plan for their future!

One of the biggest obstacles families face when looking for housing is a lack of financial resources and good credit. In response Metro West CD is creating a financial literacy program which will allow individuals to identify ways they may improve their fiscal health. Volunteers will work as the first line of contact for those interested in counseling, either via telephone or in person. They will have list of questions and resources developed by an experienced financial coach at Metro West CD. The volunteer will work with individuals to determine what areas they could improve upon and give them information as needed. There will also be a member of the staff who volunteers may refer clients too if they determine that they have more specific needs which require a greater level of expertise.

Engagement- Advocate for affordable housing!

A predominant ongoing task of Metro West CD is to involve community members in the push for affordable housing creation in Massachusetts. These tasks promoting community engagement include a wide variety of outreach, such as: education, advocacy, coalition building, among many others. Our organization is looking to include volunteers to participate in the organization and hosting of differing types of outreach programs. This opportunity is not only a chance to serve Metro West CD and your community, but a great way to learn valuable information about affordable housing, advocacy, and the issues that shape your surrounding communities!

Community Clean Ups- Help revitalize local affordable housing!

There will be many opportunities to participate in onetime events in Metro West communities. These events could be efforts to clean up an area, repaint, repair, among many other things! Metro West CD will post these events as they are scheduled, and let us know if you're interested in helping!