

Diversity and Civic Leadership Community Organizer Job Description

The Diversity and Civic Leadership Organizing Project aims to increase community participation in the civic governance of the City and strengthen the capacity of community organizations of color and immigrant/refugee organizations.

The Urban League seeks an Organizer that will work with African American and other community residents to be more engaged in decision-making on such issues as City housing, community development and planning, employment and economic development policies. The Organizer reports to the Project Manager and the President/CEO.

Responsibilities:

- Develop an understanding of priority issues in the community relating to City housing, community development and planning, employment and economic development.
- Develop and implement outreach strategies with Project Manager; including community meetings
- Develop and present training events and popular education workshops, which pertain to power analysis, negotiation skills, city government functions, communications skills, issue campaigns and data analysis
- Develop materials to facilitate organizing (fliers, e-newsletters)
- Outreach efforts (door knocking and one on ones)
- Help maintain database and building information
- Identify community leaders and their leadership capacities
- Prepare, plan and facilitate resident meetings
- Make presentations and speak at public meetings
- Convene gatherings with other DCL projects and coalition partners
- Organize meetings with city officials, neighborhood associations and coalitions

Experience and Abilities Needed:

- Ability to lead popular education workshops
- Ability to engage in strategic planning
- Ability to gain trust and spark interest amongst community residents
- Ability to work as part of a team and independently
- Ability to work with tenants, homeowners, churches, diverse community organizations and political offices
- Capacity to explain complex information and issues simply
- Excellent written and verbal communication skills.
- Excellent personal organization and time management skills.
- Commitment to social and economic justice work which empowers communities.
- Proficient at word processing, email, and web basics.
- Past volunteer or paid organizing experience

The position requires use or access to an automobile and some irregular hours of work, including evenings and occasional weekends, as needed.