



Urban League of
Essex County

*Empowering Communities.
Changing Lives.*



COMMUNITY ORGANIZER SERVICE DESCRIPTION

POSITION: Community Organizer

ORGANIZATION: Urban League of Essex County

REPORTING STRUCTURE: Reports to Chief Administrative Officer

DESCRIPTION: The Community Organizer will utilize strategic community building and organizing techniques to engage the following neighborhood stakeholders for purposes of neighborhood improvement: residents, property and business owners, police department, city staff, elected officials, church leaders, service providers, nonprofit and for-profit developers, teachers, principals and students. Responsibilities of the position include but are not limited to these duties:

- **Must be willing to actively and aggressively physically canvassing the Fairmount Heights and other communities in the Urban League of Essex County Urban footprint**
- Actively participate in a collaborative process to address issues of housing quality, education, foreclosure, public safety in the Fairmount Heights neighborhood.
- Responsible for volunteer recruitment, block club organizing and other resident leadership development.
- Serve as liaison to stakeholders and neighborhood actors in community organizing activities.
- Advocate for the best interests of the Fairmount Heights on housing and public safety issues.
- Represent the Urban League of Essex County at appropriate meetings, presentations and community events, as needed.
- Collaboratively develop and implement time specific plans to resolve identified community safety, housing, and other quality of life issues.
- Main liaison to the Fairmount Heights Neighborhood Association (FHNA) and other Neighborhood Associations heretofore established
- Assist with the creation and distribution of communications on Fairmount Heights Neighborhood Association (FHNA) activities and issues, including website, newsletters, Facebook, Twitter, and other forms of social media.
- Build knowledge of appropriate community services and resources to make appropriate referrals for residents.
- Contribute to maintenance of Fairmount Heights Neighborhood Association calendar of events, organizational databases, and all records and reports for Fairmount Heights Neighborhood Association, stakeholders, and funders.

PROFESSIONAL REQUIREMENTS:

- Bachelor’s degree completed or in progress in social science or community development field, or two years of relevant professional experience in community development.
- Group facilitation skills
- Strong interpersonal and communication skills, written and verbal.
- Good analytical, negotiation, and problem-solving skills
- Strong time and task management skills
- Genuine commitment and sensitivity to residents and community issues
- Respect for economic and cultural diversity, experience working with diverse groups of people
- Highly motivated and independent, yet team-oriented
- Must be able to work week-ends and evenings if needed
- Must have reliable transportation
- Computer and other standard office equipment skills sufficient to prepare flyers and other communications, maintain databases, email, and website posting

Program Eligibility Requirements

- Possess a high school diploma, GED certificate or experience in finance (can include hours towards bachelor or associate degree or job experience in the finance industry)
- Have status as a US citizen or possess permanent resident status
- Ability to work in a team

Terms of Service

- 12 months from _____ through _____

Time Requirements

- 1700 hours constitutes a term of service; minimum of 35 hours a week

I understand and agree to abide by the AmeriCorps provisions above. As an AmeriCorps member I have not and will not take part in prohibited activities directly and I have not and will not take part in prohibited activities indirectly in any way, including recruiting, training, or managing others for the primary purpose of engaging in one of the activities listed above.

Member Name Print: _____ Date:

Member Signature: _____ Date:

Site Supervisor Signature: _____ Date:

Program Manager Signature: _____ Date:

The Urban League of Essex County promote equal opportunity in selecting AmeriCorps members. We are committed to diversity and inclusion in the selection process.