JOB DESCRIPTION SAMPLE #2



OVERVIEW: We are a multicultural, senior-led grassroots organization empowering over 1,200 low- and moderate- income seniors statewide to use their own voices to address key public policy and community issues that affect their health and wellbeing. Members work together for quality health care, safe and affordable housing, accessible and affordable transportation and income security.

TITLE: Community Organizer, focused on the greater Metro area

RESPONSIBILITIES:

- Support local chapter members in identifying and carrying out local and statewide policy campaigns and voter empowerment campaigns:
 - Facilitate strategy discussions and setting goals with members
 - Recruit and reach out to members and to the local community
 - Work with members to implement tactics and reach campaign goals
 - Coordinate monthly chapter meetings, local campaigns and action committees with chapter leaders
- ✓ Develop leadership skills of membership base
 - · Identify potential leaders
 - Provide individualized support and development for emerging leaders
 - Develop and conduct popular education workshops to enhance leadership skills and understanding of strategic issues among members

- Work closely with statewide staff and membership to ensure that organizing work in chapters and across the state is well coordinated
- Conduct fundraising and local media work under supervision of Executive Director
- Sustain and strengthen local coalition of community organizations and allies
- Provide (or arrange) transportation as needed to support local organizing and enable members to participate in organizing activities

- **QUALIFICATIONS:**
- Passion and commitment to grassroots social change, collective efforts to promote social justice and the empowerment of low-income, working class people
- Excellent computer, speaking, writing and interpersonal communication skills
- Capacity to think strategically and analytically about social, economic, cultural and political issues affecting a community
- ✓ Desire to learn and openness to challenge
- Experience working in communities of color and with seniors preferred

- Previous community organizing experience preferred
- Must own and operate a car and be willing to transport members
- Well-organized, punctual, self-motivated, quick learner who is interested in a broad range of issues
- ✓ Bilingual ability a plus
- ✓ People of color strongly encouraged to apply
- Two year commitment expected