



JOB TITLE: Community Organizer
CLASSIFICATION: Exempt/Non-Exempt
REPORTS TO: Director of Organizing

MISSION STATEMENT:

To help transform the social and economic conditions in South Los Angeles that foster addiction, crime, violence and poverty by building a community institution capable of involving thousands in creating, influencing and changing public policy.

ORGANIZATION OVERVIEW:

Community Coalition is a non-profit social justice organization working to address social and economic conditions in South LA by empowering residents to fight for policy solutions that build up the community. Since 1990, Community Coalition has built a groundbreaking, community-driven approach to creating change. We elevate the voices of our members, shift power to the community, and tackle the root causes of poverty, crime and violence. Together we are creating a more prosperous, safer and healthier South LA.

Community Coalition's projects and victories include stopping the expansion of liquor stores in South LA, supporting gang violence prevention programs, creating foster and family care support programs, hosting art and music festivals and healthcare enrollment fairs. Community Coalition has also registered and mobilized thousands of voters in South LA, participated in the process to create a federal Promise Zone for South Los Angeles and creates leadership opportunities for young people with the South Central Youth Empowered through Action program and Freedom School, among other projects.

Community Coalition is an equal opportunity employer. People of all races, religions, and gender identities are encouraged to apply.

POSITION DESCRIPTION: Under the direct supervision of the Director of Organizing, an effective Community Organizer recruits, develops and sustains a base of resident leaders from South Los Angeles. Community Organizers are largely responsible for cultivating grassroots leadership by working with residents to develop their skills, political consciousness and increase their involvement in campaign efforts. Additionally, organizers play a key role in planning and implementing campaign activities and mobilizing residents to participate in large scale events.

ESSENTIAL DUTIES AND RESPONSIBILITIES (Other duties may be assigned):

1. Deepen leadership development through key organizing activities and trainings.
 - a. Identify and recruit community leaders into organization.
 - b. Conduct on-going leadership development plans to further cultivate member's skills, politics and commitment.
 - c. Engage members in trainings and workshops to develop their ability to recruit, inform strategy and become spokespeople of key campaigns.
2. Recruitment of a grassroots base of South Los Angeles residents.

- a. Build a diverse base of residents and key stakeholders.
 - b. Contribute to organizational initiative to build a mass base institution by actively recruiting dues-paying members.
 - c. Build relationships with members via personal visits, door-to-door knocking, house meetings and phone banking.
 - d. Establish and maintain collaborative working relationships with other stakeholders that include; social service providers and faith-based community organizations among others.
3. Planning, assessment and evaluation of organizing efforts.
 - a. Develop and execute weekly, monthly and quarterly work plans.
 - b. Prepare outreach materials, such as fliers, scripts, cards and posters.
 - c. Maintain proper records of event agendas, meeting minutes, attendance rosters, leadership development plans, assessments and other outreach plans.

QUALIFICATIONS:

1. Must have 2 years of experience working as an Organizer and/or a Campaign.
2. Commitment to the mission and core values of Community Coalition.
3. Familiarity and understanding of the problems facing residents in South Los Angeles.
4. Ability to work with South Los Angeles' diverse population.
5. Strong written and verbal communication skills.
6. Proficiency in Microsoft Word and Excel with a solid understanding of Windows.
7. Availability to work evenings and weekends each month.
8. Ability to work autonomously and as a member of a team.
9. Able to handle multiple projects simultaneously and meet frequent deadlines.
10. Ability to prioritize and set goals.

APPLICATION INSTRUCTIONS:

Please send resume & cover letters to jobs1@cocosouthla.org, the subject should read "Community Organizer: First Name Last Name". No phone calls please.