

Community Organizing Engagement Coordinator

We work with community to build the capacity of residents and institutions to effectively create the conditions in their community for children, family, and individual wellbeing. We have developed an innovative model for community change called Culturally Responsive Community Development (CRCD). It is a two-phased model based in the science and process of Culturally Responsive Evaluation. The first phase is an unprecedented community engagement initiative and assessment of social cohesion to enhance the social fabric around children and families in neighborhood of this resident. In this one-year project, we will conduct 120 appreciative inquiry interviews and 90 community building focus groups, collective planning, and community networking. This work will create the foundation for culturally relevant capacity building and effective action towards a well community.

We are looking for a Community Engagement and Organizing Coordinator who will be responsible for assisting in the implementation of CRCD. They will conduct community organizing activities, including one-on-one interviews, deliberative group dialogues, planning sessions, and capacity building. Candidates should have experience in community organizing, the design and implementation of community development campaigns, understand the value of program evaluation and working in and contributing to a culturally responsive practice. Understanding cultural competence, social emotional intelligence and the promotion thereof are important characteristics that we are looking for in our applicants.

Duties and Responsibilities:

- Coordinate, recruit, guide, and help implement BECOME's Culturally Responsive Community Development model
 - Work closely with community members, leaders and other BECOME team members
 - Conduct appreciative inquiry interviews
 - Facilitate focus groups
 - Facilitate community planning meetings
 - Conduct a community contextual analysis
 - Attend community events for the purpose of becoming familiarized with residents, workers, politicians, and schools, and businesses
 - Record observations from community events
 - Build research and organizing capacity with community residents
 - Analyze data
- Write Plans and Reports
- Attend/coordinate evaluation and community meetings
- Coordinate and help implement program improvement planning

Requirements:

- Experience in community organizing
- Able to adapt quickly in a changing, fast-paced environment
- Proficient people skill; able to foster trust and community members
- Strong listening skills
- Great communication/public speaking skills

- Great planning and organizational ability; ability to complete tasks on time and on budget
- Ability to work effectively with a highly diverse team
- Self-motivator/able to positively motivate others
- Must have excellent time management skills
- Committed to working in social justice, racial equity arenas

Core Competencies

- Critical thinking and problem-solving
- Interviewing
- Facilitation
 - Planning and organization
 - Communication
 - Teamwork
 - Conflict management
 - Adaption

Regular commitments/meetings:

- 20 hours per week
- Weekly staff meeting

Qualified candidates will be/have:

- Excellent written and verbal communication, strong editing skills
- Self-motivated, detail-oriented with strong written, verbal & organizational skills
- Be of high moral character and integrity
- The ability to work independently and with others
- Dependability, flexibility, and ability to maintain confidentiality
- Proficiency in Microsoft Office Suite including Excel

If you would like to be considered for this position, please send your resume and a cover letter to info@becomecenter.org.