



Community Organizer

Job Description

Community Resource Center empowers immigrant and low-income families by providing the resources and advocacy to help them become self-reliant and thriving members of the community.

The CRC fosters individual wellness and collective power among the low-income and immigrant communities to create a more just society. We provide a myriad of educational programs, social and legal services, and trainings to meet the complex needs of our communities and collectively address the root causes of injustices.

The CRC Community Organizer will work with CRC staff members, Organizad@s Somos la Diferencia, and CRC clients to build an effective and ongoing CRC membership. CRC clients are community individuals who receive services from all CRC programs including Case Management, Education and Workforce Development, Immigration, and Employment.

Duties and Responsibilities:

Base Building

- Develop and execute low-income immigrant and non-immigrant outreach and recruitment strategies to ensure the CRC reflects those community members who are most affected by immigration, housing, education, and other critical policies that the CRC aims to change;
- Support the development of materials and strategies effective for both English and Spanish speaking community members including fliers, newsletters, fact sheets, pledge cards, etc.;
- Develop CRC existing clients into CRC members through training, one-on-one coaching, and capacity building;
- Recruit CRC members and existing clients for trainings and campaign strategies;
- Build relationship between with CRC members and Core CRC leaders;

Leadership Developments

- Facilitate regular meetings to provide opportunities for CRC members to discuss internal operational issues, identify upcoming advocacy and organizing opportunities, and foster shared ownership and responsibility for CRC's work;
- Develop activities to deepen CRC members' understanding of issues and policies that deeply impact their opportunities;
- Identify and recruit emerging Core leaders among CRC members;
- Support ongoing development of CRC leaders through coaching, reflection, and capacity building; and
- Train CRC members to develop skills such as recruitment, facilitation, public speaking, organizational development.

Coalition Building

- Represent CRC as needed at collaborative, coalition, and community meetings; and
- Represent CRC in work with a range of allied organizational partners and institutions.

Campaigns and Movement Building

- Support the development and implementation of issue-oriented campaigns that further CRC's long-term goals and objectives;
- Assist in campaign strategies, coordinate campaign activities and actions; and
- Support and train CRC leaders/members to represent the organization in campaign meeting with policymakers with policymakers related to CRC's campaigns, coalitions and movement building efforts.

Administrative Responsibilities

- Maintain updated statistics about member involvement in CRC in Sales Force database
- Maintain all members' documents and information in an organized and confidential manner;
- Attend weekly staff meetings; and
- Prepare monthly or ad hoc reports.

Qualifications

- 1-2 years of previous experience as a community/adult organizer with tangible results- i.e., number of members/leaders, campaign victories, etc.;
- Demonstrated ability to work as a team player and foster collaboration in environments with racial, ethnic, language, immigration status, and economic class diversity;
- Proficiency in training and facilitating;

- Ability to analyze, synthesize, and communicate different kinds of information so that it is useful to the people with various learning styles, backgrounds, and life experiences, especially those marginalized;
- Oral and written fluency in the English language-able to communicate across different literacy styles;
- Oral and written fluency in the Spanish language-ability to interpret and provide translation; and
- Be committed to this position for at least two years.

Supervision

The Community Organizer reports directly to the Director of Advocacy.

Compensation

This is a full-time position with an annual salary of \$42,000 with additional benefits estimated at approximately \$11,000.

To apply, please send a cover letter and resume to Director of Advocacy, Janet Rolon at jrolon@crcny.org.