

SACRAMENTO | YOLO MUTUAL HOUSING ASSOCIATION

JOB DESCRIPTION

Job Title: COMMUNITY ORGANIZER – BILINGUAL. CANTONESE OR VIETNAMESE

Department: ORG

Reports To: Lead Organizer

Starting Salary Range: \$32,400 - \$40,000

Date Approved:

SUMMARY

Work with individual residents of mutual housing, resident groups, neighborhood groups and others to involve them in both community-building programs within mutual housing properties and in public life to effect change for their families and community.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Include the following. Other duties may be assigned.

Relationship Building and Leadership Development

- Build relationships with individual residents, identifying the gifts and talents they bring to their community and the self-interests that inspire and motivate them to become involved in the community and in public life.
- Recruit and develop the skills of resident leaders and other community leaders; identifying as leaders, those residents who motivate and involve other members of the community.
- Assist community leaders in identifying concerns and programs which are of interest to a wide range of residents and to those who are not yet involved in community and public life, and assist them in developing relationships with neighborhood groups, community agencies and public and private institutions which can help them meet the community's needs.
- Assist community leaders in developing events and rituals which bring the community together and develop relationships among residents.
- Identify areas of involvement in which residents can participate and take on increasing levels of responsibility and leadership, and recruit residents into these positions.
- Identify appropriate individual leaders to be involved with the broad based coalition of which the mutual housing association is a member to help advance community-identified issues and solutions. Assist in turning out residents to coalition actions.
- Help community leaders set personal leadership goals, give them feedback on an individual basis and through group evaluations at meetings, and identify and respond to the training needs of leaders.

- Identify resident training needs (e.g. conflict resolution, recruitment, team building, holding effective meetings, etc.) and provide or arrange trainings using skilled leaders as trainers whenever possible.

Resident Recruitment and Outreach

- Develop relationships with community organizations and other institutions working in neighborhoods surrounding mutual housing. Perform outreach functions to increase the visibility of Mutual Housing in the community, to generate support for mutual housing and resident issues, and to recruit potential resident members.
- Conduct orientation sessions for mutual housing residents and applicants.
- Conduct outreach to residents of properties targeted for conversion to mutual housing to identify areas of concern, recruit participants, and to provide information on Mutual Housing.

Organizational Development and Maintenance

- Train residents in the development and maintenance of resident councils, committees, workgroups and coalitions.
- Recruit residents to Mutual Housing Board committees and recommend residents to be nominated to the Board of Directors.
- Facilitate cooperative working relationship between residents and property management staff, and orient property management staff to their unique role in a mutual housing community.

Resident Program Development

- Assist community leaders in identifying concerns and programs which are of interest to a wide range of residents and to those who are not yet involved in community and public life, and assist them in developing relationships with community agencies and institutions which can help them meet the community's needs.
- Maintain and enhance existing partnerships with community partners, including, nonprofits, foundations, financial institutions and public sector partners. Seek, develop, implement and maintain new partnerships for program enrichment, sustainability and expansion.

Others Responsibilities

- Assist in the recruitment, training and oversight of volunteers and interns.
- Work with other organizers using a team approach to work plan development.
- Provide staff support to Board committees and strategy committees as assigned.

SUPERVISOR RESPONSIBILITIES

May directly supervise Community Organizing Assistant, interns or volunteers. Carry out supervisory responsibilities in accordance with the organization's policies and applicable laws.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Demonstrated ability to research institutional goals and interests and determine how these align with the goals of Mutual Housing.
- Demonstrated strong facilitation and engagement skills.
- Experience in monitoring and guiding individuals, volunteers, and community projects.
- Commitment to the provision of long-term affordable housing and to the concept of organizing low-income people to stabilize communities and create social change.
- Commitment to green-building and sustainable policies and practices.
- Strong English verbal communication skills and evidence of clear writing ability.
- Fluency in English AND either Cantonese or Vietnamese. (We will prioritize languages depending on resident needs at the targeted properties.)
- Must be able to travel to community or resident location within a 60 mile radius of the work site.
- Flexibility in work schedule, including willingness and ability to work evenings and occasional weekends.
- Highly organized.
- Ability to work independently and take initiative.
- Demonstrated ability to work in a team environment, including multicultural settings.
- Ability to use Microsoft Office Word, Excel and Outlook.

PREFERRED QUALIFICATIONS

- Demonstrated ability to organize people to build a strong, diverse community, to develop strong leadership, and to maintain commitment and involvement at high levels over time.
- Experience building relationships with elected and other government officials to develop and obtain changes in public policy.
- Experience creating flyers and other promotional pieces.
- Experience reporting to and maintaining relationships with funders .
- Experience developing and facilitating training programs.
- Experience supervising individuals, volunteers, or community projects.
- Experience using Publisher or Adobe Acrobat products.

ACCOUNTABILITY

Under minimal supervision. Exercises independent discretion in performance of most job responsibilities. Exercises considerable latitude; work is reviewed to determine if objectives were accomplished. Objectives are reviewed by top management to ensure alignment with goals. Establishes project objectives and delegates assignments. Decisions impact success of large projects, achievement of organizational objectives, and influence financial performance.

EDUCATION/EXPERIENCE

Bachelor's degree (B. A.) from four-year college or university; or four to five years in community organizing, community development, coalition building, or other work which helps people develop individual and community assets and/or training; or equivalent combination of education and experience.

LANGUAGE ABILITY

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATH ABILITY

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

WORK ENVIRONMENT/PHYSICAL DEMANDS

The work environment characteristics and physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level in the work environment is usually moderate.
- While performing the duties of this job, the employee is regularly required sit, reach with hands and arms and talk or hear.
- The employee is occasionally required to stand and walk.
- The employee is occasionally required to work in outdoor weather conditions.
- May require lifting of up to 25 pounds

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.

To apply: Please email to jobs@mutualhousing.com the following documents:

*resume,

*three job related references, including two past direct supervisors.