



COMMUNITY ORGANIZER I

DEPARTMENT: CE
REPORTS TO: Senior Program Manager
CLASSIFICATION: Non-Exempt

OF HOURS: Full-Time, 40 hours
PAYRATE: D.O.E.

POSITION PROFILE:

The Youth Community Organizer will provide comprehensive support services to students living in the area of City Heights and attending Crawford Cluster schools. As the majority of youth in this area are refugee and immigrants, the Youth Community Organizer will have experience in a cross-cultural environment, working in youth development, and community organizing. The Youth Community Organizer will liaison between youth and the educational and community systems that serve them.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:

- Link youth and families to school/community information and services
- Plan and conduct educational programs for both youth and parents
- Assist youth to conduct outreach and education with community
- Relationship building with schools in Crawford area, meet with parents and school staff
- Attend Crawford Collaborative, Crawford Cluster, and other relevant community meetings
- Accurately represent the agency to maintain positive working relationships with the general public, clients, funding sources, government bodies, etc.
- Utilize appropriate opportunities to pursue positive public relations for agency
- Other tasks as assigned by the Senior Program Manager

QUALIFICATIONS (Education, Experience and Certifications):

- Bachelor's Degree in Child Development, Human Services, International Studies or related field preferred
- Bilingual in common immigrant/refugee language of City Heights i.e. Arabic, Karen, Kizagua, Somali, Spanish, Vietnamese preferred
- Experience working with immigrant and/or refugee families
- Experience working with schools systems is highly desirable
- Experience in direct client service, particularly experience with at-risk youth and families, and community development
- Demonstrated effectiveness in working with high school age youth
- Access to reliable transportation and willingness to use for job-related tasks

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of socio-economic problems and multi-cultural issues in the community
- Knowledge of immigrant and/or refugee families is highly desirable
- Ability to take initiative, be self-directed, and work independently
- Computer skills including MS Word, Excel, and Outlook
- Excellent verbal and written communication skills



COMMUNITY ORGANIZER I

WORKING CONDITIONS:

ENVIRONMENT: Office and occasional off-site functions. Typically an office environment with adequate lighting and ventilation and a normal range of temperature and noise level.

PHYSICAL REQUIREMENTS: While performing the duties of this job, the employee is regularly required to sit, use hands and arms to perform repetitive motions. Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus. Moderate dexterity application of basic skills (calculator, keyboard, hand eye coordination, etc.).

MENTAL: Must be able to relate well to all people of the community regardless of color, national origin, religion, sex, pregnancy, age, marital status, veteran status, sexual orientation, disability or socio-economic level. Must be emotionally mature, stable, tactful and be able to provide professional leadership.

The Job Description is intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.