



COMMUNITY ORGANIZER

DEPARTMENT: CE

REPORTS TO: Program Manager

CLASSIFICATION: Non-Exempt

OF HOURS: Part-Time, 10 hours

PAYRATE: D.O.E.

POSITION PROFILE:

The Community Organizer is responsible for the development and facilitation of a youth AOD (Alcohol and Other Drug) prevention and education program for youth in the North Central Region.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:

- Organize, develop and sustain youth ATOD prevention and education program.
- Conduct outreach to schools, agencies, and collaborative partners that service youth to recruit program participants.
- Develop, plan and organize ATOD prevention activities.
- Provide leadership development assistance and support to individuals involved in the North Central region youth groups and the North City Prevention Coalition.
- Develop and sustain community-based collaboration to achieve program objectives.
- Provide data for outcome monitoring systems, and statistical records for government contracts.
- Assist with development of Social Media content and posting.
- Other tasks as assigned by the ATOD Program Manager.

QUALIFICATIONS (Education, Experience and Certifications):

- Bachelor Degree preferred or pending graduation.
- Bilingual in English and Spanish.
- Experience in community and economic development working with collaborative efforts and/or similar initiatives relevant to ATOD environmental prevention.
- Experience in working with teens on ATOD prevention activities.
- Must have access to reliable transportation and be willing to use it for job-related tasks.

KNOWLEDGE, SKILLS AND ABILITIES:

- Proven ability to work with diverse community and neighborhood organizations and constituencies.
- Demonstrated effectiveness in working with youth.

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



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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.