



## **Reposting - POSITION OPENING – East Oakland Congress of Neighborhoods Organizer**

**Job Title:** Organizer

### **About East Oakland Congress of Neighborhoods:**

The East Oakland Congress of Neighborhoods is comprised of seven well-established organizations working together to create a new formation; a powerful network that is capable of creating resident led solutions that hold decision makers accountable. The Congress is resident-owned and resident-driven. The aim is to build a large base of organized and informed constituents in seven East Oakland neighborhoods. The founding organizations (ACCE, CJC, CBE, OCO, EBAYC) already serve thousands of East Oakland families – Black, Latino and Asian – from diverse neighborhoods, languages and historical experiences in East Oakland.

The East Oakland Congress of Neighborhoods is an equal opportunity employer that does not discriminate on the basis of race, religion, disability, gender, nationality, ethnicity, sexual orientation, or any other prohibited category. We strongly encourage women, people of color, LGBTQ, and all qualified persons to apply for this position.

### **ABOUT THIS POSITION:**

The Congress Organizer works with Congress Coalition staff organizers, resident leaders and community campaigns. Since the Congress enjoys infrastructure support from East Oakland Building Healthy Communities (EOBHC) the Congress Organizer will also work with EOBHC staff and other related outreach activities.

The Congress Organizer will create, support and sustain resident involvement in this project on an ongoing basis. This position will work with a coordinated team of organizations, and ensure the sustainability of this project through the leadership development of target area residents. The Congress Organizer will provide support to the Congress Leader Body, Campaign Working Groups and the Congress Coalition. The Congress Organizer will be housed at the EOBHC office.

### **RESPONSIBILITIES:**

Under the supervision of the EOBHC/Congress Coalition Coordinator, this position will:

- Conduct door-to-door canvassing, outreach at congregations, schools and other community events and institutions, and use one-to-one and small group discussions to identify common neighborhood issues and potential neighborhood leaders.

- Take primary responsibility for providing leadership development opportunities to up to 30 Congress leaders
- Lead in the planning and implementing of monthly Congress meetings.
- Assist in outreach for, and facilitation of monthly Congress Meetings and Congress Campaign activities
- Maintain Congress contact list
- Develop communications and social media strategies
- Other duties upon request.

### **QUALIFICATIONS:**

- Demonstrated commitment to mission and values of East Oakland Congress of Neighborhoods
- Experience in community organizing, capacity building, and leadership development techniques.
- Demonstrated knowledge of East Oakland neighborhoods, and community based-organizations.
- Must be able to work flexible hours, attend community meetings and events in the evenings and on weekends, and meet residents in their homes.
- Proven ability to elicit and sustain enthusiasm, commitment and productive behavior from others to accomplish specific results in a community setting.
- Experience managing and supporting a multi-disciplinary work team.
- Flexibility to adapt and respond to the needs of the residents
- Strong communication skills
- Experience in interacting and working with a variety of people from different backgrounds including race, ethnicity, gender, sexual orientation and socio-economic status.
- Knowledge of desktop computing and application software such as Microsoft Word, Microsoft Outlook and Microsoft Excel preferred.
- Some experience writing and creating community outreach materials preferred.
- Proficiency in Spanish a plus.
- Commitment to strengthening communities through resident engagement is essential.

### **HOURS OF WORK:**

Monday-Saturday

Flexible work schedule with evenings and weekends regularly required

### **ESSENTIAL DUTIES:**

- Work at a computer approximately 20% of the time
- Speak clearly and effectively by phone, face-to-face and before groups
- Travel to and from communities and statewide via personal car. Must have valid CA driver's license and current insurance coverage.
- Ability to lift and/or carry 20 lbs or more

**SALARY:**

- Salary is commensurate with experience. Salary in the mid \$45,000 to mid \$60,000 range
- **Start date: September 24<sup>th</sup>, 2018**

**COMPENSATION AND BENEFITS**

This is a full-time (40 hours/week), exempt position. The starting salary is commensurate with experience. Employees enjoy health, dental, vision and life insurance and generous paid time off. We offer an exciting, supportive, fast-paced and flexible work environment.

**HOW TO APPLY:** Please submit the following to the EOBHC by **October 12<sup>th</sup>, 2018** to:  
[Nehanda@eastoaklandbhc.org](mailto:Nehanda@eastoaklandbhc.org)

- Cover letter (no longer than 2 pages)
- Resume
- 3 References (at least one resident/community member)