

WHITTIER ALLIANCE

Community Organizer

July 2017

Work Schedule:	M-F 9:00-5:00 + some evenings
Hours per Week:	40
Wage/Salary:	DOQ
Compensation Details:	This is a full-time professional position with compensation commensurate with experience. Benefits available after probationary period.

ORGANIZATIONAL INFORMATION:

The Whittier Alliance (WA) is a non-profit neighborhood association serving the residents and businesses of the Whittier neighborhood. The Alliance facilitates meetings, sponsors events, builds community, supports youth activities, promotes livability and appropriate development and advocates to governmental agencies on behalf of the neighborhood. It does not take political positions or provide supportive services.

DESCRIPTION:

The Whittier Alliance Community Organizer champions the Whittier neighborhood. As the neighborhood ambassador and advocate, this person is responsible for engaging with the community to identify, implement and administer programs aligned with the vision and mission of The Whittier Alliance to build a flourishing and distinctive neighborhood.

The Community Organizer, under the direction of and in partnership with the Executive Director, will actively work with the neighborhood and its volunteers, neighborhood organizations and city agencies, vendors and civil offices to drive engagement and participation at the neighborhood level in a variety of ways to promote the livability and development of the Whittier neighborhood.

The ideal candidate for this position will have a true excitement for meeting and engaging with people of diverse backgrounds and interests to build a dynamic involved community. The candidate should be resourceful, value involvement & community connection. The ideal candidate will have a demonstrated ability to thrive in an environment that responds to neighborhood well-being and civic engagement.

RESPONSIBILITIES:

Community Building, Engagement & Outreach

- Implement programs, program objectives, events & measures of success to fulfill a range of community goals and interests.
- Build and maintain relationships with all stakeholders: residents, partner organizations, service organizations, property owners, and fosters collaborations and partnerships with fellow neighborhood

organizations, institutions and other entities to enhance, supplement, or generate new and ongoing neighborhood participation in community building activities and events. Organize quarterly youth and faith organization meetings.

- Supports and actively engages in community information, communication and outreach efforts - eg: door knocking, flyering, electronic communications, mailings, resource lists, etc.
- Build knowledge & recognition of the Whittier Alliance, its work and the neighborhood.
- Increase participation in WA and partner programs, particularly increasing the participation of currently underrepresented groups, such as youth & diversity groups.
- Implement a system to evaluate all program or project activity, development and measurable successes.
- Responsible for standardized, regulatory, & adhoc report generation and analytical readout & presentation
- Research and pursue funding opportunities in consultation with the Executive Director & the Whittier Alliance Board of Directors
- Responds to and acts on community inquiries regarding livability issues
- Work with Executive Director to recruit and oversee the training of interns and volunteers.
- Organizes &/or attends community meetings relevant to position
- Other duties as assigned by supervisor
- Administer WA grants

SKILL REQUIREMENTS

- 1-3 years nonprofit and/or community/neighborhood organizing experience
- Ability to prioritize and manage large quantities of information, take direction, and complete projects in a timely manner.
- Ability to address current neighborhood issues with eye toward future neighborhood benefit
- Ability to remain calm under pressure and maintain a professional demeanor at all times
- Experience facilitating groups and recruiting, organizing and leading volunteers to build organizational capacity
- Proven ability to work under limited supervision and exercise independent judgment and initiative
- Strong process orientation with excellent problem solving skills
- Excellent oral and written communication skills
- Demonstrated strong attention to detail, initiative, accountability and follow-through
- Relevant computer proficiency and social networking skills

PREFERRED REQUIREMENTS:

- Familiarity with Whittier neighborhood and neighborhood community building processes
- Four-year degree
- Bi-lingual – Can read, write and speak Spanish and/or Somali
- Access to a car and legal driver's license

PHYSICAL REQUIREMENTS:

- Ability to lift and carry materials and equipment up to 50#
- Ability to stand or work in a variety of setting and weather

To Apply:

- Please submit resume + include cover letter in your email submission to ricardo@whittieralliance.org. In addition, include "Community Organizer" in email subject line.
- Qualified applicants will be contacted for an interview.