

**HUMBOLDT AREA FOUNDATION
JOB DESCRIPTION**

SMITH RIVER COMMUNITY ORGANIZER

Del Norte and Adjacent Tribal Lands - BHC

January, 2014

Reports to: Lead Community Organizer
Time Base: Full time with significant evening and weekend work
Status: Exempt
Location: Del Norte County, California

Description

The Humboldt Area Foundation, through a grant from The California Endowment, is seeking a community organizer with a passion for justice and for supporting grassroots leaders in building a multi-cultural, multi-faith community organization capable of transforming our communities and schools.

The Del Norte County and Adjacent Tribal Lands Building Healthy Communities Initiative is establishing a partnership with the PICO National Network. People Improving Communities Through Organizing (PICO) is one of the largest and fastest growing community efforts in the country.

The Smith River Community Organizer has specific responsibility for supporting grassroots leaders in improving community health and safety by working with a variety of faith-based institutions, schools and other institutions to: find and develop leaders; identify issues important to the local members; design campaign strategies and win policy changes that improve the health of local neighborhoods and the quality of life for residents in Del Norte County.

In conjunction with other stakeholders, this position has specific responsibility for supporting the community in working together to improve their living conditions and the outcomes for their children.

We're seeking candidates who excel in relationship building, have strong instincts of how to build teams and build power, and follow through on tasks and plans. You should have:

Minimum Qualifications

- Demonstrated experience working effectively with immigrant communities
- Passion for successful community health, equity and justice
- Capacity to think strategically and analytically about social, economic, cultural, and political issues affecting a community

Updated 1/8/14

- Ability to connect, engage and inspire community members across multiple cultures including religion, race, gender, age, language, class and experience. Ability to work in multi-faith, multi-racial/ethnic setting and with first nation communities
- An ability to articulate the personal experiences that motivate you to organize, and to probe other people to identify their stories and interests
- Flexibility to attend evening and/or weekend meetings and/or events
- Strong public speaking, writing, and analytical skills
- Disciplined and able to work effectively in structured and unstructured environments
- Ability to work independently, to take initiative, to participate as an effective team member
- Ability to handle multiple responsibilities, set priorities and meet critical deadlines
- Ability to handle situations with patience, creativity and diplomacy
- Desire to learn and openness to challenge
- Relevant previous organizing experience (community, labor, voter)
- Spanish fluency
- Possess a valid driver's license and auto insurance

Preferred Qualifications

- B.A. or B.S degree strongly preferred, or equivalent work experience
- Experience working with Native American populations and Tribal governments

Essential Functions

Perform a variety of duties related to health and safety improvement, including leading in the identification of related community assets and barriers; advocating for change in adverse conditions; and moving community groups towards improvement action. Functions include, but not limited to the following:

- Learning PICO's model of community organizing and incorporating its principles into day-to-day work activities
- Building relationships and leadership of youth and young adults
- Completing 20 one-on-one relational meetings every week with current and potential leaders of those communities
- Training and developing community leaders from diverse institutions to act in the public arena
- Forming Local Organizing Committees
- Working with school and neighborhood leaders to support their institutions to act publicly on issues effecting their members by launching formal public action meetings
- Participating in fundraising and administrative activities as required
- Supporting teams to develop and execute strategic campaign plans to build power and gain commitments and implement solutions
- Participating in strategic organizational and network visioning, planning and development

We highly value staff development, support and growth. We have a strong learning culture, including weekly staff development and coaching opportunities, and PICO regional and national trainings. We place a high priority on personal learning, relationship building, and creating a respectful and supportive multi-ethnic, multi-faith, and multi-lingual work environment.

Updated 1/8/14

Physical Requirements of Job:

All of the job functions listed above involves to a greater or lesser degree the following physical demands: close vision, hearing/listening, clear complete speech, touching, finger & hand dexterity, walking, lifting, carrying, sitting. Must be able to lift 25 lbs. to support community activities.

Mental Requirements:

All of the job functions listed above involve to a greater or lesser degree the following mental demands: complex reading, writing, clerical, perception/comprehension, math skills, good judgment, and decision-making.

To Apply:

Please email Kathy Van Vleet at kathyv@hafoundation.org the following three (3) documents:

1. An electronic copy of your **resume** (preferably in .pdf format) including salary history and 3 references
2. A **cover letter** (outlining your qualifications for this position)
3. A **writing sample** (demonstrating your ability to think critically and communicate effectively)

Application materials can also be returned to 363 Indianola Rd., Bayside, CA 95524.

Top candidates will be asked to demonstrate skills and commitment through an intensive screening process including interviews with up to 10 grassroots community leaders, clergy, and board members.

This is a grant-funded position.

DEADLINE: Positions open until filled. Resumes will be accepted on a rolling basis.

MORE INFORMATION: For more information about this position, contact Melissa Darnell at melissad@hafoundation.org or (760) 578-5597.

For more information about organizing careers in PICO visit www.organizingcareers.org. See www.piconetwork.org for more information on the PICO National Network. See www.calendow.org for more information about the Building Healthy Communities Initiative.

Humboldt Area Foundation is an equal opportunity employer and makes employment decisions on the basis of merit and without regard to race, religions creed, color, age, sex, sexual orientation, gender identity, genetic information, national origin, religion,, marital status, medical condition, disability, military service, pregnancy, childbirth and related medical conditions, or any other classification protected by federal, state, or local laws or ordinances.