



## **Community Organizer**

**Reports to:** Organizer Manager

**Supervises:** None

**Position Level:** Salary + Benefits (Monday – Friday and some weekends)

**Compensation:** \$42,000 - \$50,000

**Organization:** African Career Education & Resources, Inc. (ACER) is the leading issue-based community organization working to uplift and amplify the African Diaspora. ACER seeks to build power for systemic change that advances racial and economic equity in communities.

**Position Purpose:** The Community Housing Organizer will work as an integral member of the Organizing Team to facilitate the base building (outreach, recruitment, and engagement), leadership development, and campaign participation of constituency base and community members. This position emphasizes outreach, relationship building, deep listening, and relationship building that results in member and core leader recruitment—facilitating the collective capacity of new/existing members to be part of a campaign and organizational leadership, implementing campaign strategies and tactics, and cultivating oneself as an organizational leader.

### **Summary of Responsibilities**

- Base Building, developing, and carrying out one-on-one community outreach and recruitment strategies to ensure that issues are driven by those most affected by the policies ACER is working to change.
- Support the development and use of communication materials and strategies for outreach
- Coordinate and conduct multiple outreach strategies, including community canvassing and phone outreach, to reach new tenants and maintain relationships with existing tenant leaders in ACER's work.
- Recruit tenants from base to ACER training meetings and campaign activities.
- Build relationships with tenants, potential members, and core leaders. Leadership Development
- Facilitate relationships between members and foster shared ownership and responsibility for ACER's work.
- Build tenants' understanding of housing issues and policies profoundly impacting their lives
- Identify and recruit emerging tenant Leaders among the membership.
- Develop and conduct workshops, meetings, training, and strategy sessions that engage tenants as critical thinkers, change agents, and unified members working toward common

goals.

- Support the ongoing development of core leaders through coaching, reflection, and capacity building.
- Train tenants to participate in and/or lead campaign and coalition/movement building activities.

**We are looking to hire someone who can:**

- Engage in campaigns and movement building by supporting the development and implementation of issue-oriented campaigns that further ACER's long-term goals and objectives.
- Effectively build coalitions by representing ACER as needed at collaborative, coalition, and community meetings. Work with a range of allied organizational partners and institutions.
- Promote policy change by supporting and preparing core leaders to engage and manage relationships with policymakers related to ACER's campaigns, coalitions, and movement-building efforts.

**Desired Qualifications, Skills, and Abilities**

- At least one year of previous experience as a community organizer (preferred)
- Demonstrated ability to work as a team player and foster collaboration in environments with racial, ethnic, language, immigrant status, and economic class diversity.
- Proficiency in training and facilitating
- Introductory level of familiarity with using computers for word processing, Internet research, and email.
- strong interest in issues of social and racial justice (Preferred)
- Ability to analyze, synthesize, and communicate different kinds of information so that it is useful to people with various learning styles, backgrounds, and life experiences, especially those that are marginalized.
- Oral and written fluency in the English language – able to communicate across different literacy levels.
- Proficiency in writing styles necessary to communicate professionally with a wide range of individuals. Willingness and availability to work some evenings, and periodic weekends

**How to apply:**

Applicants should provide the following information:

- A cover letter stating your interest, availability, and general qualifications
- A resume outlining your education, skills and experience
- Please include three references

Email inquiries should be directed to [info@acerinc.org](mailto:info@acerinc.org) or [tdunn@acerinc.org](mailto:tdunn@acerinc.org) Email-subject lines should read “**Community Organizer**” or applications may be overlooked. *No phone calls please.*

*The above statements are intended to describe the general nature and level of work being performed by the person holding this position. It is not an exhaustive list of all duties and responsibilities. African Career, Education, and Resources, Inc. (ACER) reserves the right to amend and change responsibilities to meet organizational needs, as necessary.*

*Equal employment opportunity and having a diverse staff are fundamental principles in our organization, where employment and promotional opportunities are based upon individual capabilities and qualifications without regard to race, color, religion, gender, gender identity or expression, pregnancy, sexual orientation, age, national origin, marital status, citizenship, disability, veteran status, or any other protected characteristic as established under law.*