

Job Title: Community Organizer

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

Job Purpose: The Community 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, and 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 campaign and organizational leadership; implementing campaign strategies and tactics; and cultivating oneself as an organizational leader.

Reports to: Organizing Director

Supervises: None

Description of Duties:

Description of Duties: Base Building • Develop and carry-out one-on-one community outreach and recruitment strategies to ensure that issues are driven by those who are most affected by the policies that 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, and 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 deeply impacting their lives. • Identify and recruit emerging tenant Leaders among membership. • Develop and conduct workshops, meetings, trainings, 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.

Campaigns and Movement Building • Support the development and implementation of issue-oriented campaigns that further ACER's long-term goals and objectives.

Coalition Building • Represent ACER as needed at collaborative, coalition, and community meetings. • Represent ACER in work with a range of allied organizational partners and institutions.

Policy Change • Support and prepare Core Leaders to engage and manage relationships with policymakers related to ACER's campaigns, coalitions, and movement building efforts.

Skills/Qualifications: ACER offers a supportive work environment for those looking to grow personally and professionally.

Required: • At least one year of previous experience as a community organizer • 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.

Preferred: • A strong interest in issues of social and racial justice. • 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

Additional Skills

• Excellent written and oral communication skills. • Strong organizational skills and ability to track multiple projects simultaneously. • Experience with public speaking a plus. • Ability to work some evenings and weekends required. Familiarity with working with databases and CRMs. • Familiarity with document sharing and collaboration tools such as Google Drive, presentation tools such as PowerPoint or Prezi. • Experience using social media as an organizing tool.

Compensation: This position will offer a competitive salary based on experience. ACER, Inc. is an equal opportunity/affirmative action employer

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

Compensation: \$42,000 or above DOQ + Benefits

Please submit your complete application via email to info@acerinc.org, with the following subject line: “your name – Community Organizer”