



Promesa Boyle Heights Community Organizer (Full-Time) Job Description

Position Summary: The Promesa BH organizer will lead responsibility for convening and coordinating the Organizers Network for the collaborative- a group of organizers from our core partner organizations- to plan and implement shared recruitment and advanced leadership development opportunities for existing resident leaders across issue areas. The grassroots community organizer is also responsible for recruiting new supporters, engaging activists, and developing volunteer leaders who identify with and support the Promesa BH campaign priorities. The Organizer also leads execution of grassroots outreach plans to further the programmatic goals of the collaborative and lead facilitation of campaign strategy.

DUTIES AND RESPONSIBILITIES:

LEADERSHIP DEVELOPMENT

- In partnership with Organizers Network, assist in development and lead execution of a plan for deepening the engagement and leadership of the *Comite de Lideres*- a committee of residents that represent and/or are connected to our collaborative's core partner organizations and schools. The *Comite de Lideres* play a leadership role in the Promesa BH collaborative and participate in semi-monthly Steering Committee meetings and lead the planning and coordination of quarterly General Assemblies.
- Create leadership and volunteer opportunities to plug other residents into PBH spaces that create opportunities for responsibility, skills development, and ownership of the work.
- Develop deeper relationships with key leaders (through one on one meetings, etc) in order to deepen their involvement with the organization and cultivate their leadership.
- In partnership with Wellness Associate, connect and foster mental and physical wellness among our leaders and base.

RECRUITMENT

- Assist in development and lead execution of plan for generating new contacts to reach out to and engage parents and residents as supporters of the collaborative and/or our core partner efforts.
- Establish and meet goals for the number of new prospective supporters identified and added to our database.
- Work with Community-School and Early Education Teams to create and participate in opportunities to expand our reach, meet new potential supporters, and generate new contacts to add to our base.
- Ensure data is kept current in the organizational database by ensuring new contacts are immediately added, contact records are maintained and results are tracked.

- Identify new “hot contacts” to prioritize for relationship building and leadership development.

MOBILIZATION

- Assist in development and lead execution of a plan for engaging the people on our list of supporters in opportunities to build their support for PBH and to advance our community goals.
- Write action alerts and create other tools to outreach about our work to our base.
- Recruit participants and speakers for press conferences, hearings, and other events.
- Lead community building planning and activities for the organization, including a plan for converting community building followers into supporters who take action in support of our collaborative and campaigns.
- Create and lead events and activities turning out supporters to ensure participation from our base.
- Coordinate member to member campaigns (e.g. house meetings) to tap into the networks of our supporters.

GRASSROOTS ADVOCACY

- In partnership with Organizers Network, assist in development of grassroots campaign plans as part of our collaborative’s priorities.
- In partnership with Organizers Network, lead execution of education and immigrant rights campaigns and support our partners organizing efforts in areas of education, affordable housing, safety, and economic development.
- Engage Promesa’s base of supporters in grassroots campaign activities (ex. school district meetings, postcard collection, etc).
- Build and maintain working relationships with a wide-range of partners. These include residents, youth, schools, local organizations and public/private institutional leaders
- Conduct research and public policy analysis on issues impacting education and immigrant rights and help leverage partnerships and resources to address those gaps.
- Build and maintain regular communication with General Assembly, Steering Committee, and other Promesa BH Solution Teams.
- Help design and implement quantitative and qualitative evaluation and reporting tools.

Basic Qualifications

- A minimum of 3 years of grassroots organizing experience and supporting different phases of a campaign. Candidates with less than 3 years of formal work experience will not be considered;
- A bachelor’s degree preferred; other comparable organizing work experience will be considered;
- Knowledge of organizing principles and coalition-building is required.
- Strong adaptive leadership abilities including an encouraging, motivating presence to help with conflict management, team building, goal-setting, prioritization and strategic planning;
- Ability to work autonomously and as a member of a team.

Other Qualifications

- Commitment to social justice and community empowerment;

- Experience managing dynamic projects and working with diverse populations.
- Must be computer literate and have experience working with Microsoft Office, data analysis software, and social media;
- Able to work flexible hours including evenings and some weekends;
- Licensed driver with reliable transportation and ability to meet organization's minimum auto insurance requirements;
- Interested in someone that can start immediately and can commit to the position for at least two years.

To apply: Please send a resume and cover letter with a salary history and a list of at least 3 references to Promesajobs@proyectopastoral.org with subject line: Organizer Position. Salary is dependent on experience. Competitive benefits and vacation package.

Applications will be accepted until position is filled. We encourage interested applicants to submit as soon as possible since we are aiming for the first round of interviews to begin on **March 15th**.

Promesa Boyle Heights is a passionate collaborative of residents, youth, schools, local organizations and public/private institutions working together to realize a vision where: 1) every child has an opportunity to learn, grow and succeed from cradle through college and career; 2) families can live a stable, healthy and fulfilling life; and 3) every individual is empowered to act and create a more just and interdependent community. For more information, visit: www.promesaboyleheights.org

Work Environment: Promesa is a community-led, progressive, and innovative collaborative in Boyle Heights. The Promesa BH staff strives to maintain a high degree of trust, team spirit, and energy while working to build community power and capacity. While employed by Proyecto Pastoral, the Organizer works closely and is also accountable to the Promesa Boyle Heights General Assembly and Steering Committee and the partner organizations.

Proyecto Pastoral is a founding Steering Committee member and the backbone organization for the Promesa Boyle Heights collaborative. Proyecto Pastoral at Dolores Mission was founded in 1986 by community residents and the California Province of Jesuits. It has grown into a highly effective community - building organization. Proyecto Pastoral is committed to involving local community members in the planning, design and implementation of its programs. Proyecto Pastoral serves over 2,500 children, youth and families annually through its five programs. For more information, visit: www.proyectopastoral.org.

**Proyecto Pastoral is an equal opportunity employer. Women, LGBTQIA and people of color are encouraged to apply. Spanish-speaking ability, experience working in nonprofits, and/or Boyle Heights lived experience is a BIG plus.