

JOB DESCRIPTION

Position: Community Transformation Manager
Program: Promesa Boyle Heights
Status: Full-Time, Exempt
Reports To: Program Director
Salary Range: \$68,000- \$75,000 (Depending on Experience)

Organizational Background:

Projecto Pastoral Was Founded In 1986 By Community Residents And The California Province Of Jesuits. Our Mission Is To Empower The Community Of Boyle Heights Through Grassroots Projects In Education, Leadership, And Service. Projecto Pastoral Reaches Over 6,000 Children, Youth, Families, And Individuals Annually Through Core Initiatives In Homelessness, Youth Development, Education, And Community Organizing. This Position Will Support Projecto Pastoral's Fundraising Efforts For Our Collaborative, Promesa Boyle Heights (Promesa). Promesa Boyle Heights Is A Passionate Collaborative Of Residents, Youth, Schools, Local Organizations, And Public/Private Institutions Unite Behind A Common Mission To Improve Conditions In Boyle Heights At The Individual, School, And Systems Level By Building A Movement Of Partner Organizations, Students, And Families Collaborating To Close The Opportunity Gap And Strengthen Support For Students From Cradle Through College And Career.

Position Summary:

The Community Transformation Manager will manage and coordinate the organizing and Advocacy Activities Of The Promesa Boyle Heights Collaborative, with a strong focus on environmental justice initiatives. They will manage relationships with stakeholders and funders while effectively implementing Promesa Boyle Heights strategies and activities. The Community Transformation Manager will work closely with the program director and supervise the Community Transformation (CT) team, including the Senior Community Organizer, Youth Organizer, and Promotora Network Coordinator. This role will involve significant collaboration with resident leader groups, particularly the Promotoras, to address local environmental challenges and advocate for equitable policies. The manager will support the Promesa Boyle Heights Organizing Team in achieving events, actions, and overall goals related to environmental justice, immigrant rights, education justice, and other campaigns aligned with the overall mission and vision of Promesa Boyle Heights. The Community Transformation Manager will also coordinate cross-team collaboration with Projecto's programs fostering interdependence and integration across initiatives.

Key Responsibilities:

Program Management:

- Support planning for the Community Transformation (CT) team budget with the program director.
- With the support of the development team for Early Learning and other targeted grants, track deliverables, manage progress, and write reports.
- Manage and supervise the Senior Community Organizer, Promotora Network Coordinator, and Youth Organizer, extending support to resident leader groups, including Environmental Justice Promotoras and Wellness Promotoras.
- Support Promesa Boyle Heights' strategic planning process and implementation, integrating environmental justice considerations into programmatic efforts.
- Conduct research and public policy analysis on environmental justice issues impacting education and community health to inform and shape the community transformation team's efforts.
- Help design and implement evaluation and reporting tools that assess the impact of environmental justice programs and initiatives with the support of the Data & Evaluation Analyst.

Leadership Development:



- Collaborate with the Senior Community Organizer to deepen the engagement and leadership of resident leaders, focusing on Environmental Justice in local initiatives.
- Support CT strategies to develop leadership and volunteer opportunities encouraging residents to participate in environmental advocacy and sustainability efforts.
- Coordinate the ongoing development of relationships with key leaders through one-on-one meetings, focusing on environmental justice issues affecting the community.

Recruitment:

- Develop and execute a recruitment plan to engage parents and youth in supporting the collaborative's environmental justice efforts and initiatives.
- Collaborate with the Community Schools team to identify opportunities for outreach related to environmental sustainability and justice.

Mobilization:

- Lead the development and execution of a plan to engage supporters in environmental justice campaigns, including community clean-up events and advocacy for sustainable practices.
- Support the writing of action alerts and other outreach tools specifically focused on environmental issues affecting Boyle Heights.
- Coordinate events that mobilize the community around environmental justice, ensuring representation from Promesa Boyle Heights supporters.

Grassroots Advocacy:

- Assist in developing grassroots campaign plans addressing environmental justice issues, in partnership with the program director and solution teams.
- Support the execution of campaigns focused on promoting healthy environments, clean air, and equitable access to green spaces in Boyle Heights.
- To enhance advocacy efforts, build and maintain working relationships with a wide range of partners, including environmental organizations.
- Conduct research and public policy analysis on environmental justice issues impacting education and community health.
- Maintain regular communication with the General Assembly, Steering Committee, and other Promesa BH Solution Teams to ensure environmental justice is integrated across all initiatives.

Education, Experience And Qualifications:

- At least 3 years of grassroots organizing experience and supporting different campaign phases.
- Supervisory-level experience in past job positions is a must
- A bachelor's degree is 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.
- 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 the ability to meet the organization's minimum auto insurance requirements;
- Interested in someone who can start immediately and commit to the position for at least two

years.

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

Benefits: Includes health, dental, vision, vacation, sick days, and holidays. 401(k) plan after first year of employment.

To Apply: Interested applicants should send a cover letter and resume to hr@proyectopastoral.org. Please indicate "Community Transformation Manager" in the subject of the email.

Proyecto Pastoral is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, religion or creed, gender, gender identity, sexual orientation, marital status, age, veteran status, disability or any other legally protected status recognized by federal, state or local law with respect to employment opportunities.