



## **Full-time Community Organizer**

**Reports to:** Executive Director

**Supervises:** n/a

**Full-Time** (37.5 hours per week), exempt

**Salary:** \$60,000-\$65,000 depending on experience and generous benefits including health, dental, vision, 401K

### **Overall Job Description:**

As part of its most recent Strategic Planning process the Montgomery County Collaboration Council for Children, Youth and Families identified as one of its main strategic priorities the urgency of ensuring that community members most impacted by racial and economic disparities be included in identifying solutions and making decision on issues that directly impact their lives.

The Community Organizer will work with our staff to build relationships with youth leaders, parents and families, local community partners, county government, and service providers to plan and develop an innovative, community-driven approach to our triannual Community Needs Assessment and all future assessments. This person will help ensure that all relationships built with community in service of the needs assessment continue to be nurtured and sustained. The Community Organizer will work with Collaboration Council staff and partners to amplify the voices of those most often marginalized and left out of decision-making and implement strategies to ensure that future programs and initiatives are rooted in community strength and power.

### **Areas of Focus:**

Program areas include, but are not limited to:

- Community Needs Assessments
- Guaranteed Basic Income (the Collaboration Council serves as the community partner for the Montgomery County guaranteed income pilot: [MoCo BOOST](#))
- Racial and Ethnic Disparities

### **Major Responsibilities & Duties:**

- Coordinate and facilitate regular community meetings to foster relationship building, collaboration, and to promote equitable services for young people and their families. This includes strengthening relationships with partners, identifying and addressing improvements to working together to authentically support young people including implementation of equitable and promising practices and continued communication strategies
- Support community advisory groups which may emerge from the community

convenings

- Work closely with grassroots community-based partners to ensure that we align with and elevate their ongoing work
- Conduct outreach, recruitment, screening, training, support, and stipend disbursements for community representatives.
- Ensure that co-designed and co-led initiatives are continually evaluated, refined, and improved in accordance with the needs of the community, as identified by the community

## **Qualifications and Attributes of a Strong Candidate:**

### **Excellent Communication**

- Strong interpersonal skills with the ability to communicate effectively with people from diverse racial, ethnic, socioeconomic, and gender backgrounds
- Strong writing skills, particularly an ability to write clear summaries of meetings and conversations
- Ability to successfully navigate challenging conversations among diverse groups
- Ability to develop and conduct presentations and training sessions; comfortable with public speaking
- Strong group facilitation skills
- Bilingualism (particularly Spanish)

### **Proven Commitment to Service**

- Ability to build authentic relationships with racial, socio-economic, and gender diverse communities of young people and their families
- An understanding of the concepts of institutional and structural racism and bias; and a genuine commitment to equity and inclusion
- An ability to effectively work with people from diverse backgrounds, including age, race, ethnicity, gender identity, and lived experiences
- Enthusiastic and positive attitude about changing systems and community perspectives

### **Professionalism and Authenticity**

- Strong organizational and project management skills
- Ability to manage multiple priorities at once.
- Ability to work well independently and as a member of a highly integrated and diverse team
- Demonstrated ability to solve problems and manage conflict
- Ability to be self-directed and meet deadlines
- Ability to practice civility in the face of conflict
- Interest in a work culture that prioritizes humanity and curiosity

### **Additional Skills:**

- Knowledge of Microsoft Office applications
- Familiarity and willingness to utilize social media
- Demonstrated track record of convening and facilitating community groups and

- experience with grassroots community organizing
- Familiarity with Montgomery County
  - Fluency in Spanish a strong plus
  - Ability to travel to meetings throughout the County independently

***To apply: Please send cover letter, resume, and references to [HR@collaborationcouncil.org](mailto:HR@collaborationcouncil.org)***

Montgomery County Collaboration Council for Children, Youth, and Families is an equal opportunity employer. We do not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.