

## Community Organizer Job Description

Organization	Banning Ranch Conservancy (BRC)
Position	Community Organizer
Position Type	20 hours/week leading to 40 hours/week (Non-exempt)
Applications Accepted	Rolling, Open Until Filled
Hourly Rate (Range)	\$23.08 to \$25.00 per hour
Application Deadline:	October 13, 2023 at 5 pm

**Defined:** The Community Organizer will successfully address public problems using methods, practices, and strategies which strengthen the community’s capacity to work together and exercise power.

**Description:** BRC is looking for a passionate and creative individual to join our team as a Community Organizer. This role is responsible for working closely with nearby Latinx residents to build community, encourage engagement in public processes, and solicit feedback on park planning and other issues. In addition, this position is responsible for identifying barriers and then developing and implementing strategies to encourage thoughtful participation in natural resource and public access planning. This position will employ tactics such as canvassing, focus groups, community events, and program participation. This social action focused position requires the applicant to be fluent in English and Spanish (oral and written). The ideal candidate has excellent organizational, facilitation, and communication skills, a commitment to conservation goals, and the ability to collaborate creatively and effectively with a diverse group of stakeholders with the end goal of outreach with impact.

### **Duties and Responsibilities:**

#### ***Preparatory Work***

- Develop a community organizing work plan to support outreach and engagement goals and timelines.
- Complete a community assessment, outreach to the community, clarify goals, frame action strategies, identify/build local leaders, and mobilize the community.

#### ***Organizational Building***

- Assist in developing and take the lead in managing a community engagement platform.
- Develop materials with the BRC team for community outreach with a call to action that is delivered via canvassing and other methods such as mass mailings.
- Lead community events (and partner on them), such as sidewalk engagements, focus groups, community trainings and workshops with an eye for removing barriers to participation. All events held will be accompanied by collecting and implementing feedback.

- Cultivate and maintain relationships with community members, organizations, and stakeholders, BRC donors, and the media.

### ***Networking***

- Promote awareness and support for BRC and development of the Randall Preserve Resource Management Plan and Public Access Plan (the Plans) through community contact.
- Focus on meeting with and developing meaningful relationships with residents, leaders, businesses, and other audiences to build community that leads to effective public participation in the Plans.

### ***Follow Through***

- Support existing programs and encourage participation in them, such as the Santa Ana River Coastal PEER Program, Fairview Park Habitat Restoration Days, and Santa Ana River Mouth & Beach Cleanups.
- Work with local and regional stakeholders to develop and implement community-centered programs in both Spanish and English.
- Track progress of community building through writing concise and informative memos.

## **Requirements and Qualifications:**

### ***What You've Accomplished***

- Bachelor's degree in community development, social work, public administration, or related field.
- Minimum of three years of experience in a similar role preferred.
- Proven ability to work independently and as part of a team.
- Excellent organizational, facilitation, and communication skills.
- Strong interpersonal and problem-solving skills.
- Able to work with diverse groups of people.

### ***What You'll Need to Do***

- Communicate effectively and fluently in English and Spanish verbally and in writing.
- Be able to travel to various sites including the Randall Preserve, Coastal Corridor, or neighborhoods, volunteer and/or meeting sites. May require traveling in a vehicle on uneven or off road surfaces.
- Potentially work evenings and/or weekends to effectively engage with the community.
- Traverse potentially uneven surfaces outdoors for several hours at a time on foot or bicycle.
- Set up a booth including: six-foot table(s), chairs, and a pop-up tent, weighing approximately 35 pounds.
- Be able to sit or stand for lengthy periods at a time when interacting with the public.
- Competence and physical ability to operate a laptop or desktop computer for lengthy periods of time.
- Be tech savvy and comfortable using a variety of devices and software types.
- Be proficient in MS Office and CRMs generally.
- Have experience with Canva, Sprout Social, and Google Workspace.

**Evolution of the Position:**

The first year of this position is ½ time (20 hours per week). It is anticipated that the second year would be ¾ time (32 hours per week) and then by the third year would be full-time (40 hours per week).

**Compensation:**

This position is hourly (non-exempt) and will pay from \$23.08 to \$25.00 per hour (estimated at roughly \$1,923 - \$2,166 per month) for 20 hours per week, depending on experience. At half time this equates to an annual compensation range of \$24,003 - \$26,000. Some overtime may be required.

**Benefits:**

Once an employee regularly works 20 hours or more a week, BRC offers a benefits package, including payment into health, dental, and vision insurance commensurate with FTE percentage. BRC also offers all employees access to a retirement plan, five days of paid vacation per year at your normally scheduled work hours, paid sick leave, some paid federal holidays, and flexible scheduling.

**Location:**

This is a remote, work from home, position within Orange County. This position will require some travel including to the Randall Preserve or Santa Ana River Coastal Corridor (the Newport Beach, Huntington Beach, and Costa Mesa area).

**Hiring Process:**

Applications will be reviewed beginning October 14. Interviews will begin in late October. This position will remain open until filled. To ensure transparency, every application will be reviewed and confirmation of receipt provided within 72 business hours. Notification of a decline to interview or request for an interview will occur for every applicant that submits the required materials.

At hiring candidates will have a background check to verify employment eligibility and annually a Motor Vehicle Record check will be conducted.

**How to Apply:**

Submit a cover letter, current resume, a sample call to action, and three professional references (please provide: name, title, affiliation, phone, and email) to the Hiring Manager, Amy L. White by email as one PDF attachment (if possible) to [hiring@BanningRanchConservancy.org](mailto: hiring@BanningRanchConservancy.org).

No phone calls accepted.