



POSITION AVAILABLE COMMUNITY ORGANIZER

Title: Community Organizer
Reports to: Program Director

General Summary

As the region's only Community Resource Center, Puente de la Costa Sur (Puente) serves the San Mateo County South Coast communities of Pescadero, La Honda, Loma Mar, and San Gregorio. Puente both advocates for our communities and leverages resources that foster economic prosperity and security, and that promote individual and community health and wellness. We support local leaders and work together with our neighbors to create solutions for our diverse communities.

The Community Organizer conducts outreach, case management services, and education services to farm workers (and their families); assesses farm worker needs and evaluates the impact of Puente farm worker services; promotes Puente programs and activities throughout the South Coast communities of La Honda, Pescadero, Loma Mar and San Gregorio; and coordinates Puente disaster preparedness activities.

Program Responsibilities

- *Community Outreach*
 - Recruits new members to the South Coast Prevention Partnership, a community based effort to reduce alcohol and drug use
 - Attends all relevant community meetings to become familiar with the social and health services available to migrant and seasonal farm workers
 - Organizes community residents and local stakeholders to advocate for affordable housing for low-income residents and other related issues
 - Works with community leaders to advocate for resources that ensure successful community development
 - Works with community residents to develop goals and strategies to stop community displacement as well as to build, strengthen, and improve communities
 - Organizes and facilitates community planning meetings, leadership development trainings, and presentations to empower local residents and leaders
 - Develops formatted and community friendly written materials for community distribution
 - Develops and maintains the outreach program infrastructure (plans, policies, procedures)

- *Outreach to farm and nursery workers*
 - Based on needs of the farming community, creates and present culturally-sensitive and competent education sessions
 - Helps farm workers more easily access community resources and provide relevant and easy to understand information about resources available to farm workers
 - Works with Puente's peer leaders and volunteers to conduct twice-weekly gatherings of La Sala, Puente's program for farm and nursery workers, including distributing donated items, helping with program clean-up, and organizing educational programs
 - Arranges program specific field trips for farm workers as well as migrant out of school youth ages 17-24
 - Helps coordinate and execute field-work based health and other screenings and other related outreach activities
 - Works with the safety net services coordinator and SamCoast to schedule farm worker appointments and transportation services for La Sala and other farm worker programs
 - Continually updates farm worker housing maps and census data within service area, maintains attendance data for La Sala, and other data entry as needed to comply with program funding requirements

- *Outreach to growers, farmers and employers*
 - Maintains communication with area growers to monitor the need for farm workers and to keep apprised of the agricultural labor demands of the area, as well as maintain communication with others to promote and facilitate provision of work and services for farm and nursery workers
 - Works with employers, as requested, to keep up-to-date on best employer practices

- *Disaster Preparedness*
 - Coordinates emergency preparedness activities for Puente staff and the community at large as well as attends relevant disaster preparedness meetings

- *Other Organizing Activities*
 - Establishes positive collaborative relationships with appropriate community organizations, farm and nursery owners, and sister organizations throughout the region
 - Documents number of service encounters and enters in ETO, Puente's database
 - Maintains documentation of attendance for outreach meetings and events
 - Writes and edits articles to promote Puente's work in the community
 - Supervises and evaluates Puente's Community Organizing Program Interns
 - Attends weekly team and staff meetings as well as Puente-sponsored community events
 - Assists with meeting preparations, scheduling, coordinating activities and events, travel arrangements and general coordination of the outreach work plan
 - Increases group and leader skills and capacity within community preparedness
 - Maintains regular contact with coalition groups and provide appropriate support for group activities
 - Performs other duties as assigned by supervisor

Requirements

- Ability to communicate fluently in English and Spanish, both orally and writing, and work with monolingual Spanish speaking members
- Cultural competency to work with residents from diverse backgrounds across boundaries of class, race, and inequality issues
- Demonstrated cultural sensitivity and commitment to advocacy for cultural diversity
- Understands family and cultural values for different ethnic groups
- Experience working in a rural community
- Work well with people in various community, institutional, and governmental organizations
- Available to work Sunday-Thursday, 12:00 PM – 8:00 PM
- Ability to work independently and manage multiple priorities and projects outlined in various work plans
- Ability to establish and maintain effective and cordial relationships with local and state agencies, growers, other employees, and program participants involving frequent and difficult negotiation and interaction
- Work well in a team-oriented environment and maintain harmonious relationships
- Strong skills in basic computer and software operation (Windows, Microsoft Office, internet navigation, etc.)
- Able to work and carry out instructions independently
- Adapt easily to new protocols and changing environments
- Reliable transportation, drivers license and insurance, and a willingness to travel
- Minimum Education: Bachelor's degree in related field and/or equivalent experience
- Minimum 2 years experience as community organizer, experience in community planning a plus
- Excellent group facilitation skills
- Experience and ability to do campaign research and ability to popularize information
- Work well collaboratively in a team-oriented environment
- Ability to work independently and manage multiple priorities in a fast-paced, deadline-driven environment
- Ability to conduct aggressive campaign outreach (i.e. house meetings, door-to-door, phone calls)
- Must be flexible and able to work in a versatile environment
- Commitment to developing leaders and our mission
- Knowledge of the South Coast and/or have worked with similar demographics

Desired Qualifications

- At least two years of experience working in labor, environment, and/or social justice community
- Interest in issues ranging from affordable housing, quality jobs, environmental justice/sustainability, to immigrant rights
- Experience in customer service and outreach
- Recruitment and leadership development experience
- Experience designing, coordinating, and leading training programs desired
- Ability both to lead and to work well in teams
- Self-directed and able to handle multiple projects and responsibilities
- Ability to work well under stress and deadlines
- Experience leading, developing, and implementing issue campaigns a plus
- Commitment to understand race, class, gender, and inequity issues as part of your work
- Belief in and commitment to progressive social and economic justice
- Ability to navigate complex systems, relationships and inspire others to act
- Experience working with rural low-income communities, communities of color, and/or the labor movement helpful
- Ability to travel locally; and have reliable transportation
- Willingness to learn, show initiative and creativity
- Strong commitment to social change through community empowerment

Compensation

This is a full-time exempt position with good benefits package including health, dental, life and disability insurance, and retirement account. Salary is negotiable, depending on qualifications and experience.

Hours

Applicant must have a flexible schedule. Work hours for this position are generally noon to 8PM, evenings Sunday-Thursday

Application Deadline:

Position will remain open until filled.

Send cover letter, resume and three references to:

Puente de la Costa Sur

Attention: Kerry Lobel, Executive Director

PO Box 554

Pescadero, CA 94060

OR email to:

klobel@mypuente.org

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