



COMMUNITY ORGANIZER JOB DESCRIPTION

POSITION: Community Organizer

ORGANIZATION: Creston Neighborhood Association (CNA)

POSITION LEVEL: Part time temporary position 24 hours per week

16 weeks beginning May 10, 2010 - extensions may be available

REPORTING STRUCTURE: Reports to the Creston Neighborhood Association Director

DESCRIPTION: The Community Organizer will utilize strategic community building and organizing techniques to engage the following neighborhood stakeholders for purposes of neighborhood improvement: residents, property and business owners, police department, city staff, elected officials, church leaders, service providers, nonprofit and for-profit developers, teachers, principals and students. Responsibilities of the position include but are not limited to these duties:

- Actively participate in a collaborative process for addressing issues of housing quality, foreclosure and public safety in the Creston neighborhood. Assist with volunteer recruitment, block club organizing and other resident leadership development.
- Serve as liaison to stakeholders and neighborhood actors in community organizing activities.
- Advocate for the best interests of the Creston community on housing and public safety issues.
- Represent CNA at appropriate meetings, presentations and community events, as needed.
- Collaboratively develop and implement time specific plans to resolve identified community safety and housing issues. Work with the City of Grand Rapids Neighborhood Improvement Dept. to help maintain good housing quality in Creston. Help coordinate neighborhood improvement projects and volunteer service efforts.
- Assist with the creation and distribution of communications on CNA activities and issues, including website and newsletters.
- Build knowledge of appropriate community services and resources to make appropriate referrals for residents.
- Contribute to maintenance of CNA calendar of events, organizational databases, and all records and reports for CNA, community stakeholders, and funders.

PROFESSIONAL REQUIREMENTS:

- Bachelor's degree completed or in progress in social science or community development field, or two years of relevant professional experience in community development.
- Group facilitation skills
- Strong interpersonal and communication skills, written and verbal.
- Good analytical, negotiation, and problem-solving skills
- Strong time and task management skills
- Genuine commitment and sensitivity to residents and community issues
- Respect for economic and cultural diversity, experience working with diverse groups of people
- Highly motivated and independent, yet team-oriented
- Must be able to work some week-ends and evenings and have reliable transportation
- Computer and other standard office equipment skills sufficient to prepare flyers and other communications, maintain databases, email, and website posting.

SALARY AND BENEFITS: Salary is \$10.00 per hr., 24 hours per week for 16 weeks, mileage and holidays.

CONTACT INFO: Please send cover letter, resume, and a 200 word writing sample and three professional references (upon request) to the following by April 20, 2010. Interviews will be held starting April 26 and the successful applicant will be asked to begin work on May 10, 2010.

Send electronic submissions to: deid@crestongr.com.

By mail:

Deborah Eid, Executive Director

Creston Neighborhood Association

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▪ (616) 454-7900 ▪

Creston Neighborhood Association is an Equal Opportunity Employer.