



COMMUNITY ORGANIZER JOB DESCRIPTION

POSITION: Community Organizer – Neighbor to Neighbor Program

ORGANIZATION: Creston Neighborhood Association (CNA)

POSITION LEVEL: Part time 6 month position, 20 hours per week, begins Sept. 15, 2010

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, both homeowners and renters, property and business owners, police department, city staff, elected officials, church leaders, service providers, nonprofit and for-profit developers. In this position, primary responsibilities include but are not limited to:

- Coordinate efforts to build a collaborative process for addressing *affordable and quality housing* and other neighborhood issues common across the Creston neighborhood. Assist with volunteer recruitment, block club organizing and other resident leadership development, especially among our neighbors who rent their residences.
- Serve as liaison to stakeholders and neighborhood actors with community organizing activities.
- Coordinate selected activities identified and prioritized by CNA.
- Create and distribute communication on CNA activities and community issues.
- Direct residents to appropriate community services and resources.
- Represent CNA at appropriate meetings, presentations, and public events, as needed.
- Contribute to maintenance of CNA calendar of events, organizational databases, and all administrative 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 experience in community organizing
- Group facilitation skills
- Strong interpersonal and communication skills, written and verbal
- Good analytical, negotiation, and problem-solving skills
- Strong time and task management skills
- Proven 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 evenings and week-ends and have reliable transportation
- Computer and other standard office equipment skills sufficient to prepare flyers and other communications, written reports, maintain databases, email and web posting

SALARY AND BENEFITS: Salary is \$10 per hr., 20 hours per week, **Sept. 15 – March 1, 2011.**

CONTACT INFO: Please send cover letter, resume, and three professional references to the following by **Sept. 3, 2010. Interviews will be held after Sept.7, 2010.**

Send electronic submission to deid@crestongr.com.

By mail:

Deborah Eid, Executive Director

Creston Neighborhood Association

205 Carrier St. NE – Grand Rapids, MI - 49505