



## Community Organizer Job Description

**POSITION:** Community Organizer

**ORGANIZATION:** Creston Neighborhood Association (CNA)

**POSITION LEVEL:** Part time organizational position, 24 hours per week

**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, non-profit and for-profit developers, teachers, principals and students. In this position, primary responsibilities include, but not limited to:

- Coordinate efforts to build a collaborative process for addressing issues common across the Creston neighborhood.
- Serve as liaison to stakeholders as described above, while coordinating with community organizing activities.
- Coordinate selected activities identified and prioritized by the Executive Director.
- Represent CNA at appropriate meetings, presentations and public events as needed.
- Increase neighborhood leadership and engagement through community organizing activities.
- Advocate for the community on public safety issues.
- Advocate for the community on housing quality issues.
- Direct residents to appropriate community services and resources
- Create and distribute communications on CNA activities and community issues.
- Collaboratively work with CNA leadership by participating in program data collection, evaluation and completion of required progress reports.

### PROFESSIONAL REQUIREMENTS:

- Bachelor's degree completed or in progress in social science, community development or criminal justice or two years of professional experience in community relations.
- Strong interpersonal and communication skills
- Respect for diversity
- Group facilitation skills
- Genuine commitment and sensitivity to residents and community issues
- A strong commitment to grassroots action and citizen participation
- Good analytical, negotiation and problem solving skills
- Must be able to work flexible hours and have reliable transportation
- Computer and standard office equipment skills sufficient to prepare reports, maintain databases and Microsoft office proficiency
- Experience working with people from diverse backgrounds and cultures

**SALARY AND BENEFITS:** Annual salary is \$16,536, 24 hours per week. 4 weeks paid time off (pro-rated dependent on weekly hours worked) after completion of a probationary period of 90 days.

**CONTACT INFO:** Please send cover letter & resume to the Creston Neighborhood Association to the following by January 5, 2015

*Attn: Deborah Eid ▪ Executive Director ▪ Creston Neighborhood Association  
205 Carrier Street NE ▪ Grand Rapids, MI ▪ 49505 ▪ (616) 454-7900 ▪ [deid@crestongr.com](mailto:deid@crestongr.com)*