

COMMUNITY ORGANIZER

Job Description

Organization Description: NELCWIT's mission is to work within the community to build safety, justice, and dignity for all. We offer shelter referrals, counseling, education/prevention, advocacy, a children's visitation program and economic empowerment initiatives to survivors of domestic and sexual abuse. As an antiracist, multicultural organization, NELCWIT also joins with and mobilizes other groups and individuals who are working to end domestic violence and sexual abuse, ensure human rights, and create social change. NELCWIT is a 501(c)3 nonprofit organization. Direct service employees are members of the local SEIU.

Job Summary: This is a program position, supervised by the Co-Executive Director of Programs, scheduled for 20 hours a week with occasional required weekend and evening hours. The Community Organizer will work directly with the management team. This position will build community power on issues related to domestic and sexual violence through collective action, campaign and legislative advocacy, and education. The Community Organizer will support and develop the leadership of NELCWIT's program participants and initiate collaborations with other social service and social change organizations to identify common priorities and facilitate joint action. The Community Organizer is a new position within NELCWIT that will play a key role in guiding the organization toward a more actively social change-oriented model for addressing domestic and sexual violence in our community and society. The ideal candidate will be bilingual (Spanish and English) and will have a passion for social justice.

Please note: This position is based in NELCWIT's Greenfield office. However, at the time of this posting, NELCWIT is temporarily working remotely due to the COVID-19 pandemic.

Essential Job Functions

1. In collaboration with the Co-Executive Director of Programs, develop outreach strategies for the general public, other organizations, and NELCWIT's constituencies
2. Identify opportunities in the community to publicly address social injustice on behalf of NELCWIT.
3. Reach out and engage community service providers to assess collaboration opportunities
4. Build and sustain relationships with other non-profit organizations and with community members
5. Design, plan, facilitate, and evaluate educational initiatives related to domestic and sexual violence
6. Provide education and training to the community

Program



The policies of NELCWIT prohibit any form of unlawful discrimination on the basis of race, color, religion, creed, sex, gender, gender identity or gender expression, age, marital status, national origin, mental or physical disability, political belief or affiliation, veteran status, sexual orientation, genetic information, and any other class of individuals protected from discrimination under state or federal law with respect to employment, volunteer participation and the provisions of services.

- Develop education and training materials
- Facilitate presentations to increase public awareness of NELCWIT's services
- Debrief and reflect; engage in critical analysis
- Organize and facilitate meetings in the community
- Represent NELCWIT in community meetings as needed
- Provide education and training to the community when requested

Administration

- Facilitate and manage technical aspects of online/virtual meetings and other organizing-related outreach efforts

Qualifications:

- Commitment to building social justice through community organizing and popular education.
- Experience in building coalitions
- Exceptional relationship building skills
- Experience facilitating group meetings in person and online
- Initiative, exceptional organizational skills, good judgement, and ability to work independently.
- Excellent bilingual communication skills
- Strong presentation and training skills
- Experience with creating training and presentation materials
- Fluency in online event platforms, such as Zoom, Microsoft Teams and others
- Skilled in Microsoft applications including PowerPoint, as well as Google Suite and social media

Other Requirements:

- Commitment to anti-racism and willingness to attend regular, mandatory staff anti-racism meetings
- Professionally represent the organization in public events and public media platforms
- Bending, standing, and use of arms to move and file accounting documents accordingly
- Ability to maintain a calm and courteous demeanor when communicating with the public, agency donors, funders, staff, and constituents
- Other duties as assigned by the supervisor to support the agency mission

Position Status: Non-exempt (hourly), at-will, non-union.

Position Reports to: Co-Executive Director of Programs

Hours of Employment: Flexible



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Start Date: As soon as possible

Pay Scale: \$18.00 per hour

Benefits: 12 paid holidays, pro-rated PTO: pooled time off may be used for sick time, vacation, personal, etc.

NELCWIT accepts applications by mail or email:

Please send a **cover letter and resume** outlining your qualifications for the position. Resumes submitted without a cover letter **will not** be considered.

Closing Date for Resumes: Open until filled.

NELCWIT PO Box 520, Greenfield, MA 01302
Attn: Community Organizer Hiring Committee
or
Email: jobs@nelcwit.org

NELCWIT is a scent/fragrance free environment.

**NELCWIT is an equal opportunity provider, and employer. People of color are encouraged to apply.
AA/EOE/ADA**



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