

Job Announcement

Job Title: Community Organizer
Department: Housing Development
Reports to: Resident Services Director
Salary Range: \$19.72-\$21.57/hour; 30 hours/week
Benefits: Generous benefits package; see below for more details
FLSA Status: Non-Exempt

Want to help make a difference? Human Solutions counters the forces that keep people and communities in poverty by building relationships and assets that create opportunity - today and for future generations.

We partner with people and communities impacted by poverty so they can achieve long-term housing and economic security. We invest in affordable housing and community assets that contribute to strong, inclusive neighborhoods. We advocate with our community for policies and investments that expand housing and economic opportunity, eliminate wealth inequality and end poverty.

East Portland/East Multnomah County, Oregon is our home and the heart of our investments, advocacy and programs.

Human Solutions envisions vibrant, healthy neighborhoods where all people can share in the security, hopes and advantages of a thriving, supportive community.

Human Solutions operates as a nimble, financially strong organization driven by our passion, strategic goals and [guiding principles](#).

Diversity, inclusion and [equity](#) are fundamental values for Human Solutions, both internally and externally. HSI has an Anti-Oppression Diversity Committee, which serves as a sounding board for new internal policies and procedures to make sure that we're taking into account diversity and inclusion. It also helps with diversity-related projects, such as coordinating staff diversity trainings and providing ongoing input into our equity work.

Human Solutions is working to end homelessness and poverty in our community because everyone deserves a safe place to call home.

What Human Solutions Can Offer You: We offer a comprehensive array of benefits in support of your physical, emotional and financial well-being. A few highlights:

- Employer paid premiums for employee health insurance.
- Generous paid time off, 11 paid holidays, a floating birthday holiday and the ability to maintain a great work/life balance.
- Employer paid premiums for short-term and long-term disability insurance and life insurance.
- Access to an employee assistance program.
- Flexible spending accounts for health and for dependent care.

- Professional development opportunities, including employee driven committees and monthly optional staff workshops.
- Access to wellness initiatives and resources including things such as walking groups, yoga classes at two office locations and workshops on stress management, self-care and healthy living.
- Opportunity to contribute to a 401k retirement plan with a 2% employer match after three months of employment.
- A six-week paid sabbatical after every seven years of consecutive employment with HSI.

SUMMARY

The person in this position engages low-income residents living in 3-4 affordable housing projects in East Multnomah County to mobilize them to bring their voices to local and state government to create lasting and meaningful change for themselves and others experience housing instability and homelessness. The Community Organizer will support residents in learning how to identify goals, understand how government works, and how to effectively communicate these goals to lawmakers.

This position requires flexibility, creativity, and leadership skills. The Community Organizer needs a strong sense of social justice and understands the value of relationships. The ability to be non-judgmental toward individuals from many different backgrounds and life experience is essential in addition to understanding what motivates individuals and groups to pursue change.

HOURS

30 hours per week. This is a non-exempt position that frequently requires a flexible schedule involving occasional evening or weekend hours depending on programs and activities.

DUTIES AND RESPONSIBILITIES

Include some or all of the following. Other duties and responsibilities may be assigned.

Essential

1. Identify, train and develop community leaders in 3-4 affordable housing projects
2. Working with on-site Resident Services staff, establish on-going meetings to understand who your constituency is and what their current and future housing concerns are. Recruitment and outreach efforts related to equity, diversity and inclusion are essential and highly valued.
3. Educate community leaders in how State government works and the skills needed to successfully engage elected officials in the issues vitally important to their community.
4. Develop, conduct, coordinate and implement local outreach events for resident training purposes and to garner greater support for your work.
5. Support new and developing advocates to engage with elected officials, participate in agenda setting process, policy development and strategies to pass legislation.
6. Support residents to participate and engage in the statewide resident organizing network. Recruit residents for participation in state wide meetings/trainings and annual advocacy days at the state capitol.
7. Prepare and submit required reports in a timely manner.

8. Attend agency staff meetings and represent the agency at community meetings as assigned.

SUPERVISORY RESPONSIBILITIES

This position typically will supervise individual volunteers or small groups of volunteers as required.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge and /or ability required.

- Two plus years of proven experience in community organizing
- Minimum of two years' experience working with diverse, low-income populations.
- Demonstrated ability to build strong relationships with diverse communities
- Respect for diverse cultural, economic and social background of residents; knowledge of issues facing low-income families, with a focus on housing instability and homelessness
- Ability to write and speak clearly and persuasively, including speaking in small and large group settings
- Experience with and sensitivity to multicultural work environments
- Ability to work independently and exercise sound judgment regarding work tasks and responsibilities.
- Demonstrated ability to communicate effectively both orally and in writing.
- Demonstrated ability to manage, organize, and prioritize many diverse and concurrent activities and responsibilities.
- Demonstrated ability to work cooperatively with HSI staff and with staff of other agencies and volunteer groups.
- Ability to develop and maintain productive working relationships within Human Solutions, with public and private agencies, the general public and clients.
- Ability to prepare and maintain clear, accurate, complete and timely records and reports.
- Proficiency in Microsoft Word, Excel and Publisher.
- Ability to speak Spanish, a plus, but not required for this position.
- Current Oregon Driver's License and proof of current automobile insurance is required

LANGUAGE SKILLS

Ability to speak and write in English, and to communicate effectively both orally and in writing.

TRANSPORTATION

Possession of a valid driver's license, clean driving record and reliable transportation required. Vehicle insurance coverage limits must be \$100,000 bodily injury liability for one person, \$300,000 bodily injury liability for all people in an accident and \$100,000 property damage liability.

CERTIFICATES, LICENSES, REGISTRATIONS

Current Oregon Driver's License and current automobile insurance.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; climb or balance; and talk or hear. The employee frequently is required to stand; walk; sit; and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and distance vision.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

TO APPLY

Please send resume with cover letter to and three professional references to: Fran Weick: fweick@humansolutions.org . References need not be written, simply the names and contact information for three people who are familiar with your work. At least one should be a supervisor or former supervisor. Open until filled. No phone calls please.