3-16-17 Community Organizer (part time), From Lot to Spot, Los Angeles, Open Until Filled

Community Organizer (part time)

From Lot to Spot

Los Angeles, CA, US

Who We Are

From Lot to Spot (FLTS) is a small nonprofit dedicated to creating community-designed greenspaces in low income, communities of color. We've been around nine years plus and love what we do. Our company culture is fun, dedicated, socially conscious and we'd rather follow the less beaten path when it comes to creating a company culture. We observe Cesar Chavez Day March 31st and Indigenous Resistance Day on October 12th. We take team field trips and sometimes we even dig in the dirt a little.

The Role

The central goals of the Community Organizer (CO) are to get to know the needs of the communities FLTS works with and foster strong relationships to create successful projects and empower community to be active members in their community. The CO will do this through a variety of means - workshops, meetings, round tables, home visits, honest discussions, forming organizing committees and other core strategies that empower community to be active members in their community. FLTS works in various park-poor, low-income communities of color and each community is different; we do not offer a blanket approach to outreach. As a CO you will be responsible for learning the needs of the community as they relate to equitable access to health and wellness opportunities, capacity building to create strong relationships with community and execute successful engagement projects. The CO is responsible for several projects and will create AUTHENTIC engagement opportunities, by creating innovative outreach techniques to increase engagement.

The following are example of key responsibilities and tasks that include but are not limited to:

Tasks/Duties

General

* Set organizing goals for individual projects and metrics by which success will be achieved
* Plan, coordinate, and implement effective outreach and organizing strategies for assigned projects; create work plans and outreach plans as requested by the Executive Director (ED) and/or Project Manager (PM)
* Be responsible for all pre and post-event logistics including organization of materials, location, outreach, etc.
* Foster a core group of community stakeholders for FLTS projects including parks and gardens.
* Build working relationships with community-based organizations, government bodies, or representative, schools, and community members within FLTS project areas.
* Identify, recruit and develop community members to play leadership roles in projects. This may include forming organizing or advisory committees
* Design, create and distribute appropriate educational/information materials for projects
* Plan and oversee various forms of outreach including door-to-door, phone banking, "Sidewalk Engagement", workshop/meeting presentation, convening and facilitating meetings (including one-on-one and large community meetings), and conduct other forms of outreach to authentically engage the community.
* Help develop and implement training modules for leadership development of community members.
* Coordinate meetings with the community members in the identification, design and development of greenspace projects.
* Represent FLTS at local community events and meetings.
* Manage conflict resolution with community as they arise

Garden/Park Management

* Create successful garden leadership and park community engagement
* Provide direct garden leadership training and development needs; provide technical assistance to leadership
* Keep track of garden dues and finances of garden members
* Work closely with leadership committee to ensure gardeners are paying dues, following garden rules, and leadership enforces rules when needed
* Attend all necessary events and meetings such as monthly leadership meetings and monthly gardeners meeting
* When needed, call gardeners & and visit gardeners at home or garden to remind gardeners of monthly meetings and other key events
* Plan at minimum one (1) community event at the garden/park quarterly to foster community and empowerment
* Implement quarterly maintenance walk-throughs of FLTS projects

Administrative

* Report regularly to Project Manager. Provide at minimum a simple daily schedule of tasks to deliver to the PM and ED.
* Respond to staff, vendor, donors, and community members in a timely timeframe.
* Maintain a clean and organized workspace and digital archive
* Document all meetings, actions items, initiatives as they occur and report back to PM
* Submit bi-weekly timesheets
* Provide results on garden membership, community building and other successes

Qualifications

* Bi-lingual – fluent Spanish and English is a must.
* Bachelor's Degree with a minimum 2 years related experience in community organizing OR a minimum four years related experience in community organizing preferred.
* Demonstration of working in nonprofit setting and with disadvantaged communities is strongly preferred.
* Must be proficient with Microsoft Office applications.
* Must have flexible schedule; work will require some weekends and weeknights.
* Must be able to work independently with strict deadlines and meet weekly goals, think critically, and problem-solve. Must be able to prioritize work load on a daily and weekly basis.
* Work load requires travel; must have access to a vehicle and possess CA Class C Driver's License and insured vehicle.

Compensation

* This is a part-time position with the possibility for full time employment.
* Compensation is between $14 - $19/hourly and based on experience.

To Apply

Please send:

1. A sample of community outreach material you've created such as a flyer, online page, postcard, etc,

2. Resume & Cover Letter

3. Three (3) Professional References

to

Maria De Leon, Project Manager

[maria@fromlottospot.org](mailto:maria@fromlottospot.org)

To see original posting website, go to:

<http://www.idealist.org/view/job/kWpSTpbxzGBD/?utm_source=Words+of+Mouth&utm_campaign=224701863e-EMAIL_CAMPAIGN_2017_03_11&utm_medium=email&utm_term=0_d4310f52d6-224701863e-206611505>