



Inland Empire Black Women's Collective

POSITION: Community Organizer

About the Inland Empire Black Women's Collective

The Inland Empire Black Women's Collective (IEBWC) vision is to build power and solidarity for Black women and their organizations, strengthen the Black Community, and expand Black consciousness regarding the intersectionality of our lives and work. We provide a collaborative space to center and uplift the voices, ideas, and prioritize the collective needs of Black women. In addition, we provide them with the tools and training to develop political, economic, and social strategies designed to engage Black women. By harnessing the power of Black women, we aim to strengthen their individual communal empowerment to remove systemic barriers to accessing justice, liberation, and success. The ultimate goal is to help Black women and their communities to thrive.

POSITION SUMMARY

The **Community Organizer** (CO) will engage, recruit, and train Black women of all ages and community members to increase the power, voice, and leadership to advance key issues for Black women and girls. The CO will develop, implement, and supervise policy/issue campaigns, field organizing, and civic engagement activities (virtually and in-person) throughout Inland Empire communities. The CO will also serve as a key liaison to partner organizations regarding local, regional, and statewide advocacy initiatives.

RESPONSIBILITIES

- Identify, recruit, and train Black women and community leaders to grow the membership of IEBWC
- Conduct outreach through one-on-ones, presentations, and community meetings
- Develop, coordinate, deliver, and/or facilitate trainings, workshops, presentations, meetings, programs, and events.
- Coordinate and implement advocacy trainings
- Conduct surveys to identify issues
- Engage, build, and support alliances with other organizations and partners
- Mobilize women of all ages, community members, and partners around IEBWC's coalition work and policy & advocacy agenda
- Recruit, train, and coordinate people to participate in phone banking and canvassing
- Monitor and track community outreach, progress, and outcomes
- Manage/maintain accurate records, database management, and logistics
- Represent IEBWC at partner and community events
- Assist with fundraising, grant writing, and reporting
- Supervise/manage volunteers, interns, and fellows
- Perform other duties as assigned

QUALIFICATIONS

- **MUST** enjoy and be willing to engage with the Black/ African-American community effectively
- Must have knowledge, experience, and understanding of current urban educational, civic, social, and/or racial justice issues
- Passion and commitment for social justice
- High level of proficiency in computer programs, software, and social media (MS Office, Zoom, Graphics/Layout programs, proficient use of the Internet for research)
- Excellent written, analytical, and oral communication skills
- Ability to communicate and work cooperatively with staff, community partners, organization's constituents, organizational allies, and elected officials
- Must carry self in a professional and ethical manner and maintain strict confidentiality
- Ability to carry out presentations before groups
- Reliable and timely in carrying out job duties
- Ability to work collaboratively in a team
- Strong organization skills and the ability to meet deadlines
- Must be an energetic, self-starter, and be able to multi-task and work independently in an effective manner under pressure
- Flexibility, sense of humor, ability to adapt easily to shifting priorities and deadlines
- Dependability and punctuality are a must!

REQUIREMENTS

Education: Bachelor's Degree from a regionally accredited college or university or equivalent experience.

Experience: Minimum two (2) years of experience in community organizing, advocacy and/or voter engagement

AND

Must have demonstrated work experience, confidence, and success in working with African-American adults and communities of color.

AND

At least one (1) year of experience in leadership development, staff supervision/management, and leading teams to reach performance goals.

Candidate must pass TB test, criminal background check, personal transportation available for job-related travel, valid California Driver's License, and automobile insurance.

SALARY AND BENEFITS

This is a part-time position. The hourly rate is \$28 per hour up to 20 hours per week. Benefits are not currently included, but the Inland Empire Black Women's Collective is still actively fundraising to enhance the compensation offering to include full benefits and grow the position to full-time.

WORK SCHEDULE

Flexibility with the work schedule is a requirement. A regular schedule will include some evenings, weekends, and travel.



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APPLICATION PROCESS: This position will be available immediately. Application materials are now being accepted. Review of resumes will begin immediately and continue until the position is filled. The position may close when an adequate number of qualified applications are received.

How to Apply: Interested and QUALIFIED candidates should email the following:

1. Cover Letter - Include qualifications, experience, desire to work with Black Women and girls and community members, and future career/educational goals.
2. Current Resume
3. Professional References (3) - Include Name, Title & Company/Organization, and phone number

To apply, please send a cover letter, resume, and references to **info@BLUedfoundation.org**

For information, please visit www.BLUedFoundation.org