BLU Educational Foundation

POSITION: Community Organizer

PROGRAM OVERVIEW
BLU Educational Foundation sees civic engagement as key to our mission of working with the community for educational, economic and social justice. The core work of our Civic Engagement Program is developing engaged and informed Black/African American youth, parents and community leaders that can positively influence policy and practices that create environments for educational opportunity and success.

POSITION SUMMARY
The Community Organizer (CO) will engage, recruit, and train parents, students and community members to increase the power, voice and leadership of Black and other Communities of Color to advance educational and social justice. The CO will develop, implement and supervise policy/issue campaigns, field organizing and civic engagement activities (virtually and in-person) throughout Inland Empire communities, schools, and colleges. The CO will also serve as a key liaison to partner organizations regarding local, regional and statewide advocacy initiatives.

RESPONSIBILITIES
• Identify, recruit, and train parent, student and community leaders
• 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 facilitate the development and support for African American Parent Advisory Councils (AAPAC) and Black Student Unions (BSU's)
• Coordinate and implement the BLU’s Institute for Civic Engagement Trainings
• Conduct surveys to identify issues
• Engage, build, and support alliances with other organizations and partners
• Mobilize parent, student, community members and partners around BLU’s coalition work and policy & advocacy agenda
• Recruit, train and coordinate people to participate in phone banking and canvassing
• Monitor and track Parent /Student/Community outreach, progress, and outcomes
• Manage/maintain accurate records, database management, logistics
• Represent BLU at college and community events
• Assist with fundraising and grant writing
• Supervise/manage volunteers, interns and fellows
• Perform other duties as assigned

QUALIFICATIONS
• MUST enjoy and be willing to effectively engage with the African American community
• 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 Internet for research)
• Excellent written, analytical, and oral communication skills
QUALIFICATIONS (cont.)

• 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 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 a must!

REQUIREMENTS

Education: Bachelor’s Degree from a regionally accredited college or university

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

A minimum of 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, have personal transportation available for job related travel, valid California Driver’s License and automobile insurance.

SALARY AND BENEFITS

The applicable annual salary is $45,760-$56,160. Benefits included.

WORK SCHEDULE

Must be available Monday-Friday from 8am-8pm. Flexibility with work schedule is a requirement. Regular schedule will include some evenings, weekends and travel.

APPLICATION PROCESS: This position will be available August 1, 2022. 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 and desire to work with African American parents and community members, and future career/educational goals.
2. Current Resume
3. Professional References (3) - Include Name, Title & Company/Organization, and phone number

Please send cover letter, resume and references to: info@BLUedfoundation.org

For information, please visit www.BLUedFoundation.org