# Job Posting: Community Organizer

**Full Job Description**

**GENERAL JOB SUMMARY**:

West Valley Community Services is a nonprofit organization that has been providing safety net services to low-income and homeless individuals and families in the west valley region of Santa Clara County for more than 48 years. The mission of West Valley Community Services is to unite the community to fight hunger and homeless.  Our work is guided by the vision of a community where every person has food on the table and every person has a roof over their head.

West Valley Community Services is currently hiring a Community Organizer who is acting as a coordinator-level position. The Organizer will work to build power through advocacy actions, community outreach and engagement, and partnerships to elevate the voices of impacted community members and accomplish policy goals. The Organizer plays a key role in planning and implementing policy campaigns to exercise grassroots power and broaden the movement through community partnerships. The Organizer will work closely with WVCS' Lived Experience Advisory Committee, a group of impacted community members and staff members that work together to plan advocacy actions and execute policy campaigns. As a member of WVCS' growing Advocacy & Policy team, the Organizer recruits, develops, and supports leaders with lived experience.

**Duties and Responsibilities**:

**Community Organizing (80%)**

**Base Building**
- Recruit leaders to join the Lived Experience Advisory Committee by working with staff for referrals, outreach to WVCS members, and inviting members to join advocacy actions.
- Plan monthly Action Hours, including identifying a policy issue, creating an action to support it, and recruiting WVCS members, staff, volunteers, and board members to attend
- Develop and maintain outreach and organizing plans, work plans, campaign plans, and leadership development plans to track advocacy and leadership development.
- Have regular one-on-ones with community members interested in supporting WVCS' Advocacy & Policy Efforts.

**Leadership Development**
- Identify WVCS and impacted community members with leadership potential and invite them to participate in our program.

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- Plan and execute an ongoing curriculum to help Lived Experience Advisory Committee members build leadership skills.
- Plan and host workshops on a variety of topics, including giving public comment, the basics of local government, social change theory, and other topics of interest to the Organizer and the community

### Policy Campaigns
- Work with community members to cut policy issues into accomplishable policy goals.
- Train and position leaders to run policy campaigns related to WVCS' Policy Positions
- Prepare members to plan and execute actions that advance the policy campaign, such as public comments, letter-writing actions, and community conversations.
- Schedule delegation meetings with elected officials and members of the Lived Experience Advisory Committee

### Partnerships and Community Building
- Regularly conduct outreach in the community, such as speaking at meetings of community groups, attending meetings of other advocacy groups, and finding creative ways to contact community members
- Involve WVCS board members and volunteers in our work through regular engagement and advocacy opportunities
- Attend coalition meetings, such as the Community Opportunity to Purchase Act (COPA) Working Group, supporting their efforts and bringing WVCS members into the conversation

### Policy and Education (20%)
- Intermittently attend public meetings of City Councils, the County Board of Supervisors, and commissions.
- Educate the community about relevant policies by hosting meetings, distributing fact sheets, and sharing information via various mediums.
- This position is responsible for growing, implementing, and tracking WVCS' advocacy efforts and actions.

### Qualifications:
- Belief in the power of lived experience and the importance of uplifting the voices of marginalized, underrepresented, low-income, and diverse individuals.
- Ability to work with people from diverse backgrounds and/or with language barriers.
- Strong communication, writing, and speaking skills.
- Comfortable with public speaking and presentation

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- Lived experience through firsthand encounters with an issue/issues faced by WVCS members, such as homelessness, poverty, incarceration, immigration, food insecurity, disabilities, or other experiences.
- 1-2 years of community organizing experience, or similar grassroots leadership experience.
- The applicant must either have lived experience or community organizing experience, though both are preferred.
- Ability to work some evenings and weekends, due to the timing of public meetings and organizing trainings.
- Basic Computer Skills (Examples: Google Workspace, Microsoft Word, Excel).
- The ability to speak a second language is optional but preferred

**Benefits:**
- Medical, dental, and vision coverage
- Vacation, paid holidays, and personal days
- 403(b) Retirement Plan with match
- Professional development opportunities

**Salary:**
- $26.92-$28.80/hour ($55,994-$59,913/year)

**Job Type:**
- Full-time

**Schedule:**
- 8-hour shift
- Day shift
- Hybrid (3 days/week in office, 2 days/week in the community)

At West Valley Community Services, diversity is one of our core values.  We engage with a diverse community of clients, staff, volunteers, and donors, and believe diversity makes us stronger.  We encourage people from all backgrounds and all identities to apply.

West Valley Community Services is an Equal Opportunity Employer encouraging diversity in the workplace. All qualified applicants will receive consideration for employment without regard to race, national origin, gender identity/expression, age, religion, disability, sexual orientation, genetics, veteran status, marital status, or any other characteristic protected by law.

**Email Cover Letter and Resume to:**
WVCS Jobs – HR hr@wvcommunityservices.org [Please indicate "Community Organizer" in the subject line of the email]