



POSITION DESCRIPTION

POSITION TITLE: Community Organizer – Fuerza Latina

REPORTS TO: FCCAN Coordinator & Fuerza Latina Steering Committee

Part-time hourly, non-exempt with the opportunity to transition to full time after 1 year

Fort Collins Community Action Network

FCCAN's mission is to create community based on furthering economic, social, and environmental justice, sustainability, human rights, and peace for all by building coalitions, developing strategies and actions, and supporting existing progressive organizations.

FCCAN strives to maintain a diverse workforce that reflects the communities we serve.

Fuerza Latina

Fuerza Latina is an organization of immigrants and allies dedicated to educating, informing, organizing, and promoting change to facilitate an improved quality of life for immigrants in our community.

Position description

Fuerza Latina seeks to hire a dynamic community organizer to engage a grassroots base of community leaders to collaborate with Fuerza Latina's organizing efforts in Fort Collins. The community organizer will mobilize local community members to identify both barriers and meaningful opportunities to build power to progress Fuerza Latina's principle goal of protecting and promoting immigrant rights in our community.

We are seeking an ambitious, organized, high-performing individual who loves to work with people, talk to community members, and has strong communication and leadership skills. The ideal candidate will either live in or have knowledge of the Latinx immigrant community in Fort Collins in which they will be working; have experience in community organizing and engagement; and be able to effectively provide grassroots connections and support to emerging community leaders who are most directly impacted by barriers to community resources and equity. These barriers may include (but are not limited to) immigration status, Black Indigenous, People of Color, transportation, employment, income status, education, LGBTQ, language, lack of culturally responsive care and housing.

The successful candidate will be a part-time employee of FCCAN. The coordinator of FCCAN will supervise the work of the community organizer, along with the support and direction from the Fuerza Latina steering committee.

Qualifications and personal characteristics

- knowledge of working with the Latinx immigrant Fort Collins community/local social justice issues
- Community organizing skills and experience, with the interest and ability to form trusting relationships across difference
- Passion for social justice, economic, environmental, gender and race equity
- Ability to set aside personal perspectives to allow community members to truly lead the process
- Bilingual/Native Spanish speaker
- Ability to work well on a team, foster healthy team dynamics and manage conflict
- Ability to plan, set up and help coordinate meetings
- Strong verbal communication and facilitation skills, with the ability to work with people across varying backgrounds and experience levels
- A positive attitude, with the ability to bounce back after setbacks
- Ability to effectively express needs to supervisor
- Ability to work independently, plan effectively, manage time, prioritize workload and account for results
- Sensitivity to power dynamics and a belief in anti-oppression values
- Ability to communicate effectively via telephone and email
- Ability to speak, read, write and understand English and Spanish
- Thorough knowledge of Microsoft Office and Google Drive

Scope of work

The community organizer will help bring together groups of diverse community members from the Fort Collins community (parents, youth, elders, etc.) with the goal of progressing social justice in Fort Collins. This will include:

- Recruiting community members and volunteers who reflect community demographics, on an ongoing basis
- Developing meeting agendas
- Facilitating team and community meetings
- Organizing meeting logistics to include food, meeting space, tables, chairs and other meeting essentials
- Arranging on-site child care for young children of parents attending meetings
- Assisting with administrative logistics
- Updating social media channels for Fuerza Latina and sending email newsletter updates and updating the website
- Providing notes and/or documentation of meetings and conversations and sharing them with the team. This may include:
 - o Writing summaries of meetings or events
 - o Collecting sign-in sheets
 - o Debriefing meetings to describe processes, successes and challenges, and plan next steps with the team.

The community organizer will help build capacity among the steering committee and volunteer base, around a number of skills, including power building, understanding race, gender, language and immigration justice —developing a collective analysis of the priority areas that have been identified by the steering committee, and supporting the leadership development of individual team members.

Responsibilities include:

- Retaining volunteers with interest and motivation in being involved in the work
- Creating and maintaining relationships in the community; calling people, conducting outreaching and flyering for events, meetings, etc.
- Develop campaigns and leadership within the immigrant community
- Meeting one-on-one with volunteers and community members as needed, to provide support or mentorship
- Supporting youth development and involvement on the team
- Balancing the need/desire of members to engage in urgent community issues while tending to the progress of the long-term power building
- Assessing challenges and securing appropriate support to lead to success
- A willingness to learn what priorities already exist in the community, and a willingness to explore potential options to address them
- Building relationships with existing entities, such as other nonprofits, businesses and city government
- Conducting basic research to supplement the work of the team
- Supporting the coordinator with trainings, recruitment and other efforts as needed
- Support steering committee meetings, making agendas and bringing in more volunteers ensure campaign success

The community organizer will work with the FCCAN spokes council, FCCAN Coordinator and other volunteers to help meet the strategic goals of the organization and meet the community's needs:

- Develop deep familiarity with FCCAN's coalition building process with its affiliate groups and various community partnerships and the ability to communicate it effectively to the community
- Meeting with FCCAN coordinator at least twice per month to debrief and review the process, discuss progress and barriers, and problem-solve and brainstorm next steps
- Documenting all contacts, attendee demographics and meeting notes, and sharing them with FCCAN coordinator on an ongoing basis
- Attending relevant local, statewide or national meetings or professional development trainings as needed or interested (depending on available resources).

Contract term and schedule

Up to 25 hours per week to begin, with the possibility of full time after 1 year. Flexible schedule that depends on the needs of the community; some evening and weekend hours required. This position is open until filled.

Salary range

\$25 per hour

Travel

Work-related travel (pre-approved by FCCAN) is reimbursable at the standard IRS mileage rate.

Location

The community organizer will work out of their own home and in community meeting spaces (such as coffee shops, public libraries, etc). Office space will not be provided for this position at this time.

Physical demands

Frequent standing, sitting at a desk, operating a computer, and face-to-face interactions with co-workers, affiliate partners and community members.

To apply

Please submit a résumé and a letter detailing your interest in the position and ability to fulfill the job responsibilities via email to info@fccan.org, using the subject line "Fuerza Latina Community Organizer Position."

The deadline to apply is end of day on September 24th, 2021.

Fuerza Latina seeks talented, team-oriented individuals, dedicated to our goal of advancing social justice in our community.. Additionally, as an Equal Opportunity Employer, we welcome a diversity of perspectives and experiences among our staff. For more information, please visit

<https://fuerzalatinafoco.org/>

