



## Community Organizer

The Community Organizer will organize parents and school-aged youth in an effort to help them identify issues that prevent children from achieving in school, elevate their voice, organize to create systemic change, lead their communities, and create a lasting impact in Colorado school districts.

*Interested individuals should complete the online application [here](#) and submit a cover letter, resume and contact information for three professional references to [opportunities@rise-colorado.org](mailto:opportunities@rise-colorado.org) with the subject line: **RISE Community Organizer Role**.*

### Skills

- Bilingual in English/Spanish required
- Excellent English writing skills
- Ability to work and communicate with culturally diverse groups and individuals
- Demonstrated abilities in relationship-building, team-building, and interpersonal skills which enable rapport-building
- Excellent communication skills with the ability to write effectively, speak persuasively and listen attentively
- Strong technical skills including knowledge and use of Microsoft Office Suite
- Strong organizational and project management skills with strong attention to detail
- Demonstrated experience with sophisticated database management and/or significant skills leveraging a database as a primary tool in managing communication and driving strategic and tactical planning

### Experience

- Experience working with families and youth (Strongly Preferred)
- Related experience working with a nonprofit, school, or other entrepreneurial, high-performing organization and/or the strong desire to learn and join this type of setting
- Prior experience in and/or good understanding of community organizing and civic engagement work
- Prior experience in curriculum planning or session planning and execution
- Previous experience with group facilitation and community outreach
- Ability to use social media including Facebook, Twitter, Instagram, and text messaging
- Demonstrated experience working effectively both independently with a great deal of autonomy and as part of a team

### Mindset/Characteristics

- Ability to perform within a lean and resource-constrained environment
- Flexible and able to excel in a fast-paced and start-up nonprofit setting
- A history of achieving results and willingness to do "whatever it takes" to reach goals
- A learner who is interested in being a proactive, positive member of the team
- High level of self-awareness, humility, and emotional intelligence
- Solutions focused/oriented
- Takes initiative and pro-actively works to solve issues or diffuse problems

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- Handles other duties as assigned
- Understands that tasks outside of job description still need to be completed and completes them either independently or in collaboration with other staff members

### **Primary Job Duties**

#### **Organize:**

- Organize educational workshops and coalition meetings from start to finish
- Design curriculum based on the RISE model and facilitate workshops
- Arrange all logistics for workshops (meeting space, materials, food, set up and clean up)
- Track attendance and survey data after all events
- Serve as the main point of contact between RISE and community by establishing and maintaining strong relationships with youth leaders
- Support RISE School Partner Specialists with workshop turnout and follow-up to identify prospective members
- Support members to engage in coalition organizing work by providing preparation and training through campaigns
- Train members to have an impact through organizing with their school and community coalitions to improve academic achievement
- Convene organizing coalitions for partner schools and communities, and ensuring that coalitions meet regularly
- Track and gather all data on campaign metrics to monitor and communicate progress

#### **Development:**

- Identify leaders for each coalition who will lead organizing work for their coalitions
- Develop leaders through RISE Colorado leadership training, and design additional training needed to support leaders in carrying forward coalition issue campaigns
- Support and prepare leaders in pursuing potential leadership opportunities outside in appointed and elected positions within their schools and districts
- New member recruitment through POG workshop, Membership and 1:1s
- Sustain and grow coalition membership through relationships with parents and community members
- Provide needed support and information for members through their coalition issue campaigns
- Reach out to community members to drive attendance at workshops

#### **Data Entry:**

- Track and gather all data on campaign metrics to monitor and communicate progress
- Track attendance and survey data after all events and enter data into Salesforce on a weekly basis



**Compensation & Benefits:**

Commensurate with experience.

This opportunity is complemented by a generous benefits package, including: paid time off, health, dental and vision insurance, and 401(k) with employer contribution.

**Application:**

You must complete the two steps below if you would like to be considered for this position:

1. Fill out [RISE's online application](#)
2. Email your cover letter, resume and three professional references to [opportunities@rise-colorado.org](mailto:opportunities@rise-colorado.org) with the subject line: RISE Community Organizer Role

If these steps are not completed, you will not be considered for this position.

**We will only contact candidates chosen for further consideration. No phone inquiries please.**

*RISE Colorado is an equal opportunity employer fully committed to achieving a diverse workforce. RISE Colorado does not discriminate on the basis of race, age, color, religion, national origin or ancestry, sex, gender, disability, veteran status, genetic information, sexual orientation, or gender identity or expression.*