Healthy Homes Coalition’s vision is for all children to grow up in healthy homes free of environmental hazards, accomplished through policy and advocacy, outreach and education, direct services, and continuous collaboration.

**JOB DESCRIPTION:** Community Organizer

**STATUS:** Full-time, hourly pay, exempt

**REPORTS TO:** Executive Director

**GENERAL DESCRIPTION:** The Community Organizer is responsible for building relationships from within the affected communities and supporting leadership growth. From this leadership team, the Community Organizer will support the team in securing victories that lead to healthier housing for children and families. The Healthy Homes Coalition’s organizing strategy is a grassroots mobilization strategy that will follow a leadership development model that builds the capacity of individuals and the local community, particularly low-income parents and grandparents of color whose families were or are impacted by substandard housing conditions. The Community Organizer will be responsible for initial recruiting of participants, identification of indigenous leaders, facilitating leadership development, co-leading issue identification, power analysis, and campaign strategy development, and will support community leaders with campaign implementation. The organizer supports, the community leads.

**RESPONSIBILITIES:** The primary responsibilities of Community Organizer will consist of, but are not limited to, the following duties:

**Human Resources and Volunteerism**
- Ability to manage and maintain collaborative relationships with and within Parents for Healthy Homes
- Ability to consistently maintain high-touch interactions with Parents for Healthy Homes members
- Strong communication skills, ability to communicate effectively with a variety of community members with varying levels of knowledge on this issue
- Maintain a framework for effective citizen engagement. Ensure residents of the affected community are appropriately recruited, oriented, trained, and recognized
- Identify key residents for leadership development and assist them in that process
- Support community members in leadership development through education, involvement, and advocacy
- Ensure residents and leaders are providing feedback on their experience with the Healthy Homes Coalition and lead quality improvement efforts to bolster resident engagement

**Communications, Marketing, and Public Relations**
- Maintains a consistent presence in the affected community, developing and maintaining relationships with key indigenous organizations, grassroots leaders, and residents
- Listens intently to the public and understands their stake in housing issues
- Supports leaders with speaking to the media, allowing them to speak for the cause
- Identifies noteworthy stories from the field and assists with story development

**Leadership and Governance**
- Identify, train, and provide staff support to resident leaders
- Develop and maintain a decision-making and organizational structure for all campaigns
- Makes sure those structures are consistent, fair, and understood by all participants
- Inform the Board of Directors of community organizing strategies, ensuring their support of resident lead initiatives
RESPONSIBILITIES (continued):
Planning and Evaluation
- Assist leaders with identification of priority issues
- Assist leaders with campaign and strategy development
- Conduct ongoing evaluation of campaign effectiveness, adjusting as necessary along the way
- Conduct summative evaluation at the end of each campaign
Advocacy and Public Policy
- Maintain a working knowledge of how public policy is created and shaped at the local, state, and federal level, including a clear understanding of the legislative process and the implementation of rules at the staff level
- Support leaders with conducting power analysis to effectively determine allies and opponents
- Support leaders with cutting issues so that measurable, meaningful change can be obtained.
- Support leaders with developing campaign strategy
- Have a working knowledge of related housing and environmental health policy
- Capable of researching and understanding the details of this policy
Information Management
- Utilize the organization's Salesforce database in complete support of resident engagement, maintaining complete records of residents involved and activities conducted
- Maintain documentation of events and meetings, including fliers, meeting minutes, and other documentation as needed
Financial Management
- Responsible for managing program activities in keeping with a pre-determined program budget
Fundraising and Resource Development
- Participate in resource development activities as requested, with an emphasis upon sharing stories from the field
- As appropriate, engage leaders in resource development activities
Legal and Regulatory
- Maintain strict confidentiality of operations and records as directed
Direct Service
- Knowledge of the organization's direct services programs
ROLE EXPECTATIONS:
- Content knowledge of children’s environmental health that is up to date with the latest scientific evidence
  - Advanced proficiency with the latest research on how housing impacts children’s health (especially lead), with specific attention paid to best practices for resources and interventions.
- Working knowledge of housing programs and policies and how local, state, regional systems work with an eye toward systems improvement
  - Advanced proficiency with how local housing programs, policy, and systems work.
- Cross-cultural Competency
  - Integrates the ability to understand, respect, and effectively engage with people from various cultures
- The work schedule is generally between 9:00am and 5:30pm Monday through Friday, with occasional evening and weekend hours required
REQUIRED QUALIFICATIONS:
- Bilingual – Spanish (Fluent in speaking and writing)
- Bachelor's degree in Social Work or related field and at least 2 years of experience in grassroots organizing
- Minimum of 3 years of experience in a professional work environment where team collaboration has been required
- Ability to work remotely and/or with minimal supervision while being accountable to organizational leadership and the team
- Must be culturally competent and committed to equity and justice
- Excellent organizational skills with exceptional attention to detail
REQUIRED QUALIFICATIONS (continued):
- Excellent written and oral communication skills
- Working knowledge of customer relationship management (CRM) programs
- Solution-based problem-solving skills
- Dedication to continuous professional growth
- Must possess strong work ethics and integrity
- Efficient time-management skills
- Passion and commitment to healthier housing for children
- Ability to build authentic relationships with diverse populations
- Possess mature, activist orientation that focuses upon building organizations, developing leadership, and mounting successful campaigns for change
- Successful experience with community-engaged campaigns
- Ability to hold others accountable
- Excellent leadership skills with the ability to lead teams to achieve specified outcomes
- Ability to exercise sound judgment quickly
- Technologically competent
- Possess own insured vehicle for transportation and have a valid driver’s license (mileage reimbursement provided)
- Experience in the non-profit sector preferred

DESIRED QUALIFICATIONS (optional):
- Bachelor’s degree in health, social services, sciences, public administration, or similar degree
- Program or project development and/or management experience

PHYSICAL REQUIREMENTS:
If accommodations are needed, please include a statement of clarification at application.
- Ability to drive a car
- Ability to bend over, and lift up to 25 lbs
- Ability to sit for prolonged periods, using a keyboard and phone
- Ability to communicate clearly by phone and verbal presentation

BENEFITS:
- Holiday pay
- Paid time off
- Dental insurance
- Health insurance
- 403b retirement plan with 10% employer match

Healthy Homes Coalition of West Michigan values diversity and inclusion. We are committed to building a diverse staff. We strive to create a workplace that is reflective of the communities we serve. All qualified candidates are encouraged to apply.

CONTACT:
Please send your resume with a cover letter, including your salary expectation, to:

Jameela Maun at jameela@healthyhomescoalition.org and

Hana Salmoran at hana@healthyhomescoalition.org