



### **Job Description: Community Organizer, Community Planning – Full Time**

**Organizational Background:** Founded in 1995, East LA Community Corporation's (ELACC's) mission is to advocate for economic and social justice in Boyle Heights and Unincorporated East Los Angeles by building affordable housing, grassroots leadership, self-sufficiency and access to economic development opportunities for low and moderate income families.

Through its Community Organizing efforts in the Neighbors Building Neighborhoods Program (NBN), ELACC trains, assists and supports community residents in leadership development, civic engagement, and collective power building.

#### **Community Organizer Responsibilities:**

Community organizer's responsibilities include managing and implementing ELACC's Boyle Heights Community Plan (BHCP) and any additional community planning work. Community organizer will also participate in the development and implementation of multifaceted campaigns that fight gentrification and improve Boyle Heights' resident's quality of life through land use, development, and economic opportunities. Community organizer is responsible for base building; leadership development; facilitating trainings; research; and leading/participating in coalition work. The Organizer will develop and maintain key relationships with agency officials and decision-makers to ensure that community residents drive decision making. Any additional responsibilities and duties as assigned by Community Organizing Director or Associate Director. This position reports to the Director of Community Organizing.

#### **Required experience and skills:**

- Minimum Education: Bachelor's degree or equivalent experience.
- Minimum 2 years experience as community organizer, experience in community planning a plus.
- Experience leading, developing, and implementing issue campaigns.
- Excellent group facilitation skills.
- Experience and ability to do campaign research and ability to popularize information.
- Work well collaboratively in a team-oriented environment.
- Ability to work independently and manage multiple priorities in a fast-paced, deadline-driven environment.
- Ability to conduct aggressive campaign outreach (i.e. house meetings, door-to-door, cold calls).
- Proficient computer skills, including knowledge of Microsoft Office, Access, PowerPoint, Excel, and Internet.
- Strong interpersonal, written and verbal communication skills.
- Must be flexible and able to work in a versatile environment, available to work weekends and evenings.
- Bilingual English-Spanish: ability to speak, read and write in Spanish and work with monolingual Spanish speaking members.
- Commitment to developing leaders and our mission.
- Must have reliable transportation, a valid California driver's license and show proof of valid auto insurance.
- Knowledge of GIS Mapping and Urban Planning experience a plus
- Knowledge of Boyle Heights and East LA and/or have worked with similar demographics.
- Knowledge of Los Angeles political, social, and economic landscape.

**Compensation:** Salary to be negotiated depending on qualifications and experience. This is a full-time exempt position with good benefits package including health, dental, life and disability insurance, and retirement account. ELACC is an Equal Opportunity Employer.

**To apply Email or Fax cover letter, resume, writing sample and salary history to:**

Katty Pollicino

East LA Community Corporation

Email: [kpolicino@elacc.org](mailto:kpolicino@elacc.org) FAX: (323) 261-1065

Position open until filled.

**TRABAJANDO JUNTOS...WORKING TOGETHER**