

Announcement of Open Position **Community Organizer**

Lawrenceville United, a community-based non-profit organization working to protect and improve the quality of life of Lawrenceville residents and stakeholders, is seeking a highly productive, strategic, and experienced individual to join our team of dedicated, community advocates and professionals to staff a new parent-engagement program focused on the East End.

The Organization and Program

Lawrenceville United (LU) is an inclusive, resident-driven community-based non-profit organization focused on improving the quality of life of Lawrenceville residents and stakeholders through community engagement and advocacy, community restoration and beautification, and community planning and development.

Lawrenceville United works with community partners to create and sustain a clean, safe, and green community that offers all elements necessary for residents to enjoy and lead highly productive lives.

LU is coordinating a pilot program within the East End communities of Lawrenceville, Garfield, and Bloomfield that aims to educate, engage, and empower parents of school-age children, create conditions within schools to attract young families, build the confidence of both the community and parents in the local schools, and identify potential programs to implement community partners. The program partnership includes local community-based organizations, A+ Schools, Pittsburgh Public Schools, and others.

The open position will be filled for a one-year term, but with potential for extended employment as the initial pilot program expands.

Summary of Position

The Community Organizer is responsible for building, managing, and mobilizing adult networks to educate families in the catchment area for three Pittsburgh Public Schools in the East End (Woolslair Elementary, Pittsburgh Arsenal Pre K-5, Pittsburgh Arsenal 6-8), and to improve education in the targeted East End communities. This position requires a learning mind set, strong relationship orientation and a strong generalist skill set. The position requires someone with high energy, time management skills, and great patience, listening skills, and understanding. The Organizer would work collaboratively with other members of LU staff, with community organizations and partners, and with members of the Project Advisory and Working Committees to execute the project work plan and to achieve project outcomes.

Reporting Relationship

The Community Organizer reports to and is evaluated by the Executive Director of Lawrenceville United.

Essential Functions

Community Organizing:

- Building and managing an engaged base of parent and community stakeholders and members by:
 - Building relationships with individuals in the community, engaging and recruiting parents and community members to serve as leaders, and to participate in events, projects, and campaigns.
- Initiating and leading project :
 - Strategic thinking and planning, issue identification, coalition building, building mobilization plan with community contacts and leaders, mobilizing parents and community members, identifying recommendations for moving forward

Community Engagement:

- Delivering information to the community that is accurate, based on data and research, compelling and easy to understand
- Being familiar and able to discuss current community and educational issues
- Recruiting community members to participate in projects in meaningful ways
- Facilitating meetings with the community and making presentations to community and family groups
- Developing community relationships and partnerships to achieve outcomes

Administrative:

- Completing weekly organizer reports
- Updating contacts and records regularly in LU database
- Participating in the development and execution of other complimentary community programs
- Managing budgets as needed
- Assisting with other work deemed necessary to accomplish the mission of Lawrenceville United as directed by the Executive Director
- Providing staff support to Lawrenceville United's various programs and events

Qualifications

- A bachelor's degree or at least three years of relevant experience
- A passion for education and social justice
- A track record of dedication and the attitude to do what it takes to succeed
- Successful experience working with groups through processes such as facilitation, consensus building and problem solving
- A comfort level with being in the spotlight, but not having the spotlight be about them; rather it being about the larger education issues and relevant concerns
- A respect for and comfort level with rigorous and healthy debate about issues
- A desire to continually learn, and an ability to thrive in a fast-paced environment

Skills

- Demonstrated organizational skills with project management
- Strong interpersonal skills, including the ability to build relationships with diverse populations and a "can-do" team player attitude
- Analysis and synthesis skills, including the ability to collect information, determine key objectives, and act strategically
- Excellent communication skills, including verbal, written and public speaking
- Coalition building skills, including the ability to motivate, negotiate, and persuade stakeholders into a course of action
- Demonstrated skills in community organizing such as identifying actionable issues within a larger problem, building the leadership of others, mobilizing groups of people and choosing when to follow

A salary of \$30,000 - \$35,000 (commensurate with experience) and full benefits package will be provided.

Interested individuals should submit a cover letter and resume to Lauren Byrne at lauren@Lunited.org by July 12, 2013.

Please use your cover letter to describe what aspect of the job interests you the most.