Dutchtown South Community Corporation

Position Description

Job Title
Community Empowerment Organizer

Reports to
Executive Director

Position and Function

This position primarily oversees community engagement activities of the organization, with a heavy emphasis on resident engagement in carrying out the core programs, partnership based activities and overall mission of the organization. The Community Empowerment Organizer will oversee the implementation of various programs and activities, which are funded through a variety of sources including federal grants and philanthropic gifts.

This position requires that the person in the role is creative yet organized; takes initiative yet knows how to support group centered leadership and cultivate resident leaders; can delegate and manage multiple initiatives; is patient but able to accomplish tasks in a timely manner; has a desire to invest in and continue to learn about community building.

DSCC primarily serves four neighborhoods: Dutchtown, Gravois Park, Marine Villa and Mount Pleasant. Dutchtown is one of the largest and most diverse neighborhoods in the City of St. Louis, and there is much work being invested into the neighborhood to aid in economic growth, housing stabilization, and resident leadership. Much of this work is also being implemented in the other three service area neighborhoods, as well as the Benton Park West neighborhood in relationship to the Gravois Jefferson Historic Neighborhoods Plan. The function of the Community Empowerment Organizer includes contextualizing best practices for all of DSCC’s work in all four neighborhoods.

A large portion of the Community Empowerment Organizer’s time will be spent building and maintaining relationships with residents in all neighborhoods and when programs are specified to a key target area only, the Community Empowerment Organizer will be strategically aligning activities to expand best practices across all service area neighborhoods.
The person in this position will be expected to be available to work evenings and weekends, with the ability to maintain a flexible schedule. This is a full-time salaried position with benefits and there is no overtime pay for this position.

**KEY RESPONSIBILITIES**

**Community Organizing**

- Work with the Community Empowerment Committee (CEC) Chair, interns and other staff, other volunteers and the Board of Directors to increase neighborhood-wide civic engagement, equitable access to information, communication, and overall neighborhood quality of life

- In collaboration with the Community Empowerment Committee (CEC) and the Executive Director, develop and inform future programming and initiatives using grassroots organizing strategies

- Recruit volunteers, primarily neighborhood residents, to participate in DSCC activities and assist in accomplishing DSCC’s mission, including stipended program participants; cultivate CEC participants, members and core team into key leadership of DSCC programs and activities

- Actively engage and energize DSCC members, volunteers, event committees, planning teams, partnering organizations in programs and activities, via strategies such as canvassing, phone banking, and outreach events

- Attend neighborhood association, school and other local meetings and other local/city/regional group meetings to build relationships with residents and other stakeholders, to engage neighborhood-wide conversations, and to present DSCC-related materials/opportunities

**Program Management**

- Manage and complete all components of select grant based programs and other key community engagement contracts including managing expenses and overseeing sub-awards or MOU/collaborative partner budgets

- Complete programmatic reports relevant to key grants and work in cooperation with the Executive Director to complete fiscal reports

- Work with the all of DSCC staff to engage residents in complementary programs such tenant rights education, Gravois Jefferson Plan implementation, and other community initiatives.

- Assist Executive Director in data collection, compilation and management as part of DSCC’s overall evaluation and planning strategy of community programs
Supervision/Management

• Supervise program assistants/coordinators, interns or stipended program assistants as needed; in collaboration with the Executive Director, recruit and manage practicum students or interns when appropriate
• Provide staff support for volunteers of various DSCC-related neighborhood programs launched in the past community gardens/urban farms, fundraising and other community events
• Track volunteer participation, hours, etc.; set quarterly volunteer participation goals via Salesforce data base

Communications

• Correspond verbally, in writing, through list-serve/email newsletter, website and via social media with a diverse group of DSCC contacts, stakeholders, board members, program participants
• At the discretion of the Executive Director, represent DSCC in public forums, committees and other coalitions

Organizational Capacity

• Assist Executive Director with preparation of reports, compilation of records, document creation, and correspondence
• Assist Executive Director in grant writing as needed

Salary and Benefits

• Salary is $36,00-$40,000 for first year, commensurate with experience
• Position provides paid time off (three weeks vacation; holidays; and sick days accruing at 0.5 days/two weeks), with additional time after two years with organization
• Position is full time at 40 hours per week and there is no overtime pay.
• Position includes flexible hours and various professional development opportunities

Minimum Qualifications

The Community Empowerment Organizer will be thoroughly committed to DSCC’s mission and core values.

Must demonstrate proven skills related to the duties of this position. Qualifications include:
• Bachelors degree required. Advanced training/certification or degree in Community Organizing, Social Work or other relevant field a plus.

• Ability to create and execute operational strategies that have taken an organization to the next stage of growth

• Unwavering commitment to resident empowerment, racial equity, quality programs and data-driven evaluation and planning

• Excellence in community empowerment, with the ability to coach and cultivate volunteers and interns, manage and develop highly engaged volunteer teams

• Excellent written and verbal communication skills; Bilingual Spanish speaker a plus.

• Action-oriented, entrepreneurial, adaptable, and innovative approaches to business planning, financial planning and program management

• Demonstrated ability to work well with diverse groups of people and willingness to challenge oneself and others to undo racism, homophobia, xenophobia, ableism, and other forms of oppression.

• Passion, idealism, integrity, positive attitude, mission-driven, and self-directed

If interested in applying for this position, submit a copy of your resume and a cover letter to Amanda Colón-Smith, Executive Director at amanda@dutchtownsouth.org.