



JOB TITLE: **COMMUNITY ORGANIZER**

DEFINITION

Under direction, to support the development of neighborhood improvement projects in neighborhoods throughout Watsonville. Programs may include neighborhood leadership training, neighborhood improvement grants, litter abatement, and community-building events. Performs related work as required.

DISTINGUISHING CHARACTERISTICS

Employees in this classification work closely with neighborhood residents providing needed services such as setting up events and activities, cleanups, and resource information.

SUPERVISION RECEIVED

Receives general supervision from the manager of Community Services.

EXAMPLES OF ESSENTIAL DUTIES: Duties may include, but are not limited to, the following:

- Establish and maintain effective working relationships with other City departments, community organizations, and schools
- Establish, organize and facilitate neighborhood groups/meetings to develop a strategy and plan of action to achieve change in their neighborhood.
- Coordinate, publicize, and lead site-based events and activities of interest and benefit to targeted neighborhoods including block parties, neighborhood cleanups and related activities
- Assist neighborhood residents with resource information and referrals
- Prepare event flyers and publicity materials
- Conduct door-to-door outreach in targeted neighborhoods
- Conduct neighbor-to-neighbor conflict intervention and resolution
- Provide presentations to groups, organizations, service providers, churches, etc. about the services of Neighborhood Services
- Under direction, administer and monitor processes for awarding neighborhood improvement grants

EMPLOYMENT STANDARDS:

Knowledge of:

- neighborhood services including available resources
- fundamentals of training
- public relations

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- conflict resolution
- proper English usage, grammar, punctuation, vocabulary, and spelling
- local government operation, standards, policies, requirements and procedures

Ability to:

- speak English and Spanish proficiently
- make presentations to neighborhood and community groups
- operate a variety of standard office machines and equipment
- effectively and tactfully communicate in both oral and written forms
- relate to individuals of all socioeconomic levels across cultural lines
- work as a team member
- hear adequately to converse on the telephone and in person
- intermittently bend and twist to reach equipment on surrounding desk
- intermittently reach above and below shoulder level to reach books, files and reports on shelves and in filing cabinets
- grasp files, documents and equipment with right and left hands
- climb stairs
- squat and kneel to reach files and related documents
- sit at a desk using near vision for long periods of time
- perform keyboard tasks at a moderate rate of speed
- work indoors in an office environment subject to heat/cold and fragrances such as perfumes
- work outdoors subject to inclement weather
- drive an automobile
- understand and follow complex oral and written instructions in an independent manner

Training and Experience: Any combination of training and experience which would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and ability would be:

- Completion of one year of coursework at an accredited college or university and one year of experience working in a community-based agency.

SPECIAL REQUIREMENTS

- Must be able to work evenings and weekends for neighborhood meetings and activities.
- Must speak English and Spanish proficiently.
- Must participate in relevant training sessions.

LICENSE

- Possession of a valid Class C California driver's license and a safe driving record.