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## POSITION DESCRIPTION

POSITION TITLE: Community Organizer – Fort Collins  
REPORTS TO: FCCAN Coordinator & Spokes Council  
☒ Part-time hourly, non-exempt

### Fort Collins Community Action Network

FCCAN's mission is to create community that furthers economic, social, and environmental justice, sustainability, human rights, and peace for all by building coalitions, developing strategies and actions, and supporting existing progressive organizations.

FCCAN strives to maintain a diverse workforce that reflects the communities we serve.

### Position description

FCCAN seeks to hire a dynamic community organizer to engage a grassroots base of community leaders to collaborate with FCCAN's organizing efforts in Fort Collins. The community organizer will mobilize local community members to identify both barriers and meaningful opportunities to build power toward FCCAN's mission of a more socially just community. This position will be part of a team of organizers working collaboratively in the greater Fort Collins area.

We are seeking an ambitious, organized, high-performing individual who loves to work with people, talk to community members, and has strong communication and leadership skills. The ideal candidate will either live in or have knowledge of the Fort Collins community in which they will be working; have experience in community organizing and engagement; and be able to effectively provide grassroots connections and support to emerging community leaders who are most directly impacted by barriers to community resources and equity. These barriers may include (but are not limited to) immigration status, race and ethnicity, transportation, employment, income status, education, LGBTQ, language, lack of culturally responsive care and housing, and the carceral state.

The successful candidate will be a part-time employee of FCCAN. The coordinator of FCCAN will supervise the work of the community organizer, along with the support and direction from the FCCAN Spokes Council.

### Qualifications and personal characteristics

The Fort Collins Community Action Network is a not for profit organization that has a 501(c)(3) classification from the internal revenue service. Your gift is tax deductible as provided by law.

- Experience of working with BIPOC Fort Collins community/local social justice issues.
- Ability to manage budgets and coordinate financial information and tasks.
- Community organizing skills and experience, with the interest and ability to form trusting relationships across difference.
- Passion for social justice, economic, environmental, gender and race equity.
- Ability to set aside personal perspectives to allow community members to truly lead the process.
- Ability to collaborate and work well on a team to foster healthy team dynamics and manage conflict.
- Ability to plan, set up and help coordinate meetings.
- Bilingual/Native Spanish speaker preferred but not required.
- Strong verbal communication and facilitation skills, with the ability to work with people across varying backgrounds and experience levels.
- A positive attitude, with the ability to bounce back after setbacks.
- Ability to effectively express needs to supervisor.
- Ability to work independently, plan effectively, manage time, prioritize workload and account for results.
- Sensitivity to power dynamics with a commitment to anti-oppression values.
- Ability to communicate effectively via telephone and email including strong written and verbal skills.
- Thorough knowledge of Microsoft Office, Google Drive, and other project management technology.

### **Scope of work**

The community organizer will help bring together groups of diverse community members from the Fort Collins community (parents, youth, elders, etc.) with the goal of progressing social justice in Fort Collins.

This will include:

- Base building through recruitment of community members and volunteers on an ongoing basis.
- Developing meeting agendas, minutes, and archiving meeting information.
- Facilitating team and community meetings.
- Organizing meeting logistics to include food, meeting space, tables, chairs and other meeting essentials.
- Arranging on-site child care for young children of parents attending meetings.
- Assisting with administrative logistics, with the support from the FCCAN coordinator as needed.
- When necessary, assisting the coordinator with and updating social media channels for FCCAN and sending email newsletter updates and updating the website.
- Providing notes and/or documentation of meetings and conversations and sharing them with the team. This may include:
  - Writing summaries of meetings or events
  - Collecting sign-in sheets
  - Debriefing meetings with staff to describe processes, successes and challenges, and plan next steps with the team.

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**Responsibilities include:** The community organizer will help build capacity among the Spokes Council and volunteer base, around a number of skills, including power building, understanding race, gender, language and immigration justice—developing a collective analysis of the priority areas that have been identified by the steering committee, and supporting the leadership development of individual team members.

- Create and maintain relationships in the community; calling people, conducting outreach and posting flyers for events, meetings, etc.
- Develop campaigns and leadership within the greater Fort Collins community.
- Retain volunteers with interest and motivation in being involved in the work.
- Meet one-on-one with volunteers and community members as needed, to provide support or mentorship.
- Support youth development and involvement on the team.
- Balance the need/desire of members to engage in urgent community issues while tending to the progress of the long-term power building.
- Assess challenges and secure appropriate support to lead to success.
- A willingness to learn what priorities already exist in the community, and a willingness to explore potential options to address them.
- Build relationships with existing entities, such as other nonprofits, businesses and city governments.
- Conduct basic research to supplement the work of the team
- Support the coordinator with trainings, recruitment and other efforts as needed
- Manage the budget and provide financial updates to the Spokes Council.

**The community organizer will work with the FCCAN Spokes Council, FCCAN Coordinator and other volunteers to help meet the strategic goals of the organization and meet the community's needs:**

- Develop deep familiarity with FCCAN's coalition building process with its affiliate groups and various community partnerships, and the ability to communicate it effectively with the community and Spokes Council.
- Meet with FCCAN coordinator at least twice per month to debrief and review the process, discuss progress and barriers, and problem-solve and brainstorm next steps.
- Document all contacts, attendee demographics and meeting notes, and share them with FCCAN coordinator on an ongoing basis.
- Attend relevant local, state-wide or national meetings or professional development training as needed or interested (depending on available resources).

### **Contract term and schedule**

Up to 25 hours per week. Flexible schedule that depends on the needs of the community; some evening and weekend hours required.

### **Salary range**

\$20-\$25 per hour, depending on experience.

### **Travel**

Work-related travel (pre-approved by FCCAN) is reimbursable at the standard IRS mileage rate.

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**Location**

The community organizer will work out of their own home and in community meeting spaces (such as coffee shops, public libraries, etc). Office space will not be provided for this position.

**Physical demands**

Frequent standing, sitting at a desk, operating a computer, and face-to-face interactions with co-workers, affiliate partners and community members.

**To apply**

Please submit a résumé and a letter detailing your interest in the position and ability to fulfill the job responsibilities via email to [info@fccan.org](mailto:info@fccan.org), using the subject line "FCCAN Community Organizer Position."

**The deadline to apply is end of day on September 10, 2021.**

FCCAN seeks talented, team-oriented individuals, dedicated to our goal of advancing social justice in our community. Additionally, as an Equal Opportunity Employer, we welcome a diversity of perspectives and experiences among our staff. For more information, please visit [www.fccan.org](http://www.fccan.org)

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