Position Description

POSITION TITLE: School Justice PSD Community Organizer – Fort Collins

REPORTS TO: FCCAN Coordinator

 Part-time hourly, non-exempt, temporary August 2020 through April, 2021

**Fort Collins Community Action Network**

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

**Position description**

**School Justice PSD is a campaign dedicated to ending the presence of law enforcement in the Poudre School District schools.**

FCCAN seeks to hire a dynamic community organizer to engage current students and recent students in a grassroots campaign. The community organizer will mobilize students and local community members to participate in the student led campaign to get School Resource Officers out of Poudre School District schools. This position will be part of a team of organizers working collaboratively in Fort Collins area.

We are seeking a self-motivated, organized, and passionate individual who enjoys working with people, talking with community members, and has strong communication and leadership skills. The ideal candidate is a current student or recent student who lives in the Fort Collins community; has interest in community organizing and engagement; and is able to effectively organize both youth and general community volunteers for the School Justice PSD Campaign, which will run from August, 2020 through April, 2021.

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 of the steering committee of the School Justice PSD Campaign community representatives on the FCCAN spokes council.

**Required Qualifications**

* Current or recent high school student, with a preference given to persons who attended Poudre School District
* Passion for social justice and economic, gender, environmental and racial justice
* Ability to work well on a team, foster healthy team dynamics and manage conflict
* Interest and ability to develop community organizing skills and form trusting relationships with diverse groups
* Ability to plan, set up, and help coordinate meetings
* 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 and a belief in anti-oppression values
* Ability to communicate effectively via telephone and email
* Thorough knowledge of Microsoft Office and Google Drive
* Understanding of on-line meeting platforms, such as Zoom

**Preferred Skills or Experience**

* Identify as a Black, Indigenous or person of Color, and/or a person with disabilities
* Bilingual/Native Spanish speaker and ability to speak, read, write and understand English and Spanish

**Responsibilities**

The community organizer will help bring together groups of diverse community members from the Poudre School District community (parents, youth, elders, etc.) with the goal of restructuring and reimaging public safety within our community, beginning with and focusing on the Poudre School District for this campaign.

This will include:

* Recruiting and retaining student members and volunteers who reflect community demographics, on an ongoing basis
* Creating and maintaining relationships with volunteers and other community members
* Developing meeting agendas
* Facilitating team and community meetings
* Assisting with administrative logistics, with the support of the FCCAN coordinator as needed
* Managing and updating social media channels, sending email newsletter updates
* Public speaking
* Providing notes and/or documentation of meetings (which may include Zoom or in person, depending on COVID protocols) 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.

The community organizer will be trained as a part of capacity building for this position 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 spokes council.

The community organizer will work with FCCAN Coordinator and other volunteers to help meet the strategic goals of the School Justice PSD Campaign; this includes:

* Develop familiarity with FCCAN’s vision with its affiliate groups and various community partnerships
* Meeting with FCCAN coordinator bi-weekly to debrief and review the process, discuss progress and barriers, and problem-solve and brainstorm next steps
* Documenting all contacts and meeting notes, and sharing them with FCCAN coordinator on an ongoing basis

**Responsibilities of supervisor (Shirley Coenen, Coordinator of FCCAN)**

* Support and guide the community organizer to make this process as successful as possible
* Address learning or capacity-building needs identified by the community organizer for the team, which may include internal or external coaching, training, leadership development, facilitation, assistance with interpretation, etc.
* Meet and communicate with the community organizer regularly, as described above
* Co-present with the team to other members in the community as needed
* Attend community meetings when able and appropriate
* Communicate openly with the team and remain receptive and open to feedback about the process, what is working and what needs improvement.

**Contract term and schedule**

Up to 15 hours per week. Flexible schedule that depends on the needs of the community; some evening and weekend hours required. Contract will last for one year ending in May 2021. This position is open until filled.

**Salary range**

$15 per hour

**Travel**

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

**Location**

The community organizer will work out of their own home and in community meeting spaces (such as coffee shops, public libraries, etc, as possible with safe COVID social distancing regulations). 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, using the subject line “School Justice PSD Community Organizer Position.”

The deadline to apply is end of day of July 30 2020

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