



COMMUNITY ORGANIZER

Friends of the Family is accepting exceptional resumes for the position of Community Organizer (CO), a relationship oriented, field based position that has as its primary objective to develop, build and support activities key for the Building Stronger Families (BSF) initiative. The successful candidate will possess a superior record of successful community service and engagement and the ability to organize and manage all of the work necessary for the implementation of neighborhood based parent and resident development activities. The CO will provide support for Parent Café and Parent Resource Liaison trainings and Community Events/Information Fairs. Additionally, the CES will track and maintain reporting documentation for the BSF initiative.

Hours: F/T; 40 hours/week (Monday – Friday; (will require some evenings and intermittent weekends)

Salary: (DOE)

Start Date: Immediate

Duties/Responsibilities including but not limited to:

- Coordinate trainings, gatherings and event details including venue, childcare, audio/visual, food, transportation, translation, registration, and furniture, fixtures and equipment.
- Assist with implementation of Parent Café (parent support groups)
- Develop venues for BSF Initiative activities implementation
- Assist with facilitation of community group meetings and program participant groups
- Recruit participants for program activities
- Assist with the development and design of program flyers, announcements, and award documents
- Track and maintain reporting documentation for the BSF Initiative using Excel spreadsheets, data bases, and MS Word as applicable

Required Attitude, Characteristics, Behaviors

This position requires a broad skill set grounded in cultural awareness, equity, human development and group dynamics including:

- The ability to build trust and assist people in managing change
- The ability to establish and maintain effective working relationships across cultural differences with public entities, businesses, community-based organizations, faith-based organ. and the general public
- The ability to influence and motivate people to be involved
- The ability to nurture individuality and independent thinking among group members while simultaneously building consensus in working toward common goals

EDUCATION/QUALIFICATIONS/SKILLS:

- A min. of 2 years experience in related field, which includes full cycle event/and or logistics coordination
- Knowledge of project management principles, practices, techniques and tools
- **Must have strong oral and written English and Spanish language communication skills**
- Possess the capacity and willingness to be flexible and accommodating in challenging working environ.
- Strong organizational skills with experience in scheduling and event/training coordination
- Demonstrated ability to create and produce clear, concise paper and electronic documents
- Must have a passion for coordinating events with many moving parts, be detailed oriented, have a great sense of humor, be personable, easy to get along with, unflappable and have the desire to work tirelessly to create a fabulous outcome
- Abundantly energetic, tireless and passionate about work in this domain
- Ability to work indepent. and as part of a team cooperatively and cohesively with other staff members
- Must be a self starter, organized and be able to prioritize work load
- Proficiency in Word, Excel, Power Point, Access, Publisher & Outlook
- Strong internet and search/research skills
- Must be able to lift 25 pounds. Must have a car, be able to drive, have a valid CA driver's license, and current auto insurance
- Satisfactory completion of all background screening requirements

Please submit resume to: HR Manager Email address: hr@focfa.org Please, NO CALLS.