



## ADVOCACY AND COMMUNITY ORGANIZING COORDINATOR JOB DESCRIPTION

**Position/Title:** Advocacy and Community Organizing Coordinator

**Position Type:** Nonexempt / FTE

**Reports To:** Advocacy and Community Organizing Manager

Growing Home is dedicated to creating a thriving and equitable north metro Denver – one family at a time. Our participant-centered approach to strengthening families, nurturing children, and connecting community fills a critical gap for families and children who are experiencing immediate and long-term barriers to stability and success. Through evidenced-based programs, we improve outcomes for children, their parents, and their community. Our model makes us a leader in the two-generation approach to poverty alleviation and community equity.

**Mission:** To guide children and their families on the path to a brighter future.

**Vision:** We envision our community working together so that all children and their families have a place to call home, food on the table, and the opportunity to pursue their dreams.

**Core Values:** Respect, Effectiveness, Learning, Collaborative Leadership, Professionalism, and Inclusiveness.

### **General Purpose:**

The Advocacy and Community Organizing Coordinator is a critical member of the Connecting Community team which focuses on engaging families, volunteers, and participant leaders from all walks of life to share in the responsibility of solving community problems, with a particular focus on housing justice, food justice, education, and resource equity for our community. The Advocacy and Community Organizing Coordinator will implement community organizing and community engagement efforts in an asset-based community development framework, engaging and growing a grassroots base of community members who are directly impacted by systemic inequities. He/she/they will work to build relationships and trust within the community, facilitate community engagement activities, and lead community organizing activities that build and mobilize community power, all with the intent to create a pipeline of leadership and engagement at Growing Home.

### **Responsibilities:**

#### Community Organizing & Engagement

- Utilize an asset-based community development approach to support community projects, including but not limited to a community garden and Generation Wild, a collaborative project with the City of Westminster to support student access to outdoor activities
- Build and maintain trustworthy relationships with Growing Home participants
- Coordinate, train, and support community leaders to create the structures and skills needed to operate effectively as a team (e.g., developing clear roles, decision-making process, agenda-setting, presentation skills)

- Facilitate access to information for community members to determine how they want to engage in upcoming projects
- Identify and address barriers to community engagement
- Meet individually and in groups with Growing Home community members to develop relationships, understand their concerns, and provide coaching
- Stay apprised of and leverage external expertise and other community initiatives aligned with Growing Home's community organizing work

#### Participant-Centered Approach

- Support Growing Home's efforts to integrate participant-centered approaches throughout the organization, working with staff across the agency to connect direct services to community organizing and advocacy
- Actively participate in Growing Home's Advocacy and Program Advisory Committees

#### Advocacy

- Stay current on emerging policy issues impacting Growing Home's community and work, particularly as they directly affect Growing Home participants
- Stay apprised of advocacy opportunities that emerge from community members
- Support community leaders to network with partner organizations in and beyond their community

#### Evaluation

- Collaborate with appropriate staff to evaluate the effectiveness of community leadership, engagement, and organizing efforts
- Ensure administrative tasks are carried out in a timely manner, including data and incentive tracking, record keeping, and timely communications
- Use participatory methods to document learning and development of community leaders
- Compile quantitative and qualitative reports for Growing Home, partners, and funders as needed

#### **Job Qualifications:**

- Bilingual in Spanish and English (written and oral)
- Intense passion for social justice and equity
- Knowledge of or passionate about learning the socioeconomic characteristics and needs of the north metro Denver community, including Adams County and Westminster
- Strong communication, networking, and listening skills
- Experience planning and facilitating meetings and community gatherings
- Experience developing grassroots leadership, including a demonstrated commitment to recognizing community members' knowledge/power and an ability to create cohesiveness and effectiveness among a multi-class, multi-generational, and multi-ethnic community
- Experience in coalition building and community mobilization
- Experience working in service provision or an interest in nonprofit organizational development
- Work effectively in an environment with diverse cultures, multiple perspectives, and competing needs
- Proficient with MS Office (i.e. Microsoft Word, Excel, and Outlook)

#### **Hours of Work & Location:**

- Hours of Work: This position is full-time, 40 hours a week. Work will generally be completed Monday-Friday, between 9:00 am-5:30 pm, with some evenings and weekends required. Flexible hours for family responsibilities may be approved on a case-by-case basis.
- Location: Work will be performed out in the community and at Growing Home offices. Work from home due to the pandemic may be temporarily approved on a case-by-case basis.

***Salary and Benefits:***

- \$37,000-42,000
- Health, dental, and vision insurance
- Company-paid life insurance
- Paid vacation, sick days, and holidays
- Optional 403(b) plan with 5% match after 1 year
- Professional growth and development opportunities
- Robust employee wellness program

**To Apply:**

Please send resume and cover letter to [careers@growinghome.org](mailto:careers@growinghome.org) with **Advocacy and Community Organizing Coordinator** in the subject line. Applications will be reviewed as they are received. Applicants are encouraged to apply as soon as possible. No walk-ins, please.

Growing Home is committed to an inclusive workplace. We are an equal opportunity employer.