



COMMUNITY ORGANIZER/SENIOR PROJECT MANAGER JOB DESCRIPTION

Position/Title: Community Organizer/Senior Project Manager (Southwest Adams County Training and Organizing Institute)

Position Type: Full-time, Exempt

Reports To: Chief Strategy and Impact Officer

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: In partnership with the community, Growing Home advances equity in food, housing, parenting education, and lifelong stability to create lasting change for the future.

Vision: Growing Home envisions a thriving, healthy, and equitable community for all.

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

General Purpose:

We are seeking an experienced, bilingual (English/Spanish) community organizer with program development and project management experience to help establish and co-develop with community members a new place-based training and community organizing institute in southwest Adams County called the Southwest Adams County Training and Community Organizing Institute (Institute). The Institute is a new initiative that will be focused on building the collective power of people most impacted by community challenges and advancing equitable policies that improve their lives and the broader community. While serving as a staff member of Growing Home, the Community Organizer/Senior Project Manager will work with a coalition of community members from southwest Adams County and organizational representatives from Growing Home, Maiker Housing Partners, and the Early Childhood Partnership of Adams County. The Community Organizer/Senior Project Manager will facilitate the coalition in co-developing, implementing, and evaluating the Institute, in a manner centered on ideas and desires of community members. The Institute will work to disrupt and change inequitable systems that result in poor outcomes for low-income people and people of color in southwest Adams County, focusing on issues of housing, food justice, economic justice, and other areas defined by the community. The Community Organizer/Senior Project Manager will serve as lead for project reporting, budget management, and adherence to project scope of work.

Responsibilities:

Community Organizing

- Conduct grassroots community organizing and engagement efforts to successfully mobilize community members towards collective action and advocacy
- Develop and facilitate one-on-one and group training for participants on leadership skills, key community issues, and civic engagement
- Conduct leadership development focused on history and context relating to the most pressing issues identified by the community, civic systems and frameworks, and advocacy skills training, among other topics
- Support demand-driven collective action through campaigns around housing justice, food justice, and other health equity issues
- Conduct research and educate others on root causes on issues voiced by the community and identify potential solutions
- Recruit community members and organizational allies
- Stay apprised of and educate community members and project partners on emerging policy issues impacting Institute's work
- Facilitate data-driven conversations with community members and project partners, utilizing research and data to highlight inequity and opportunity and make improvements as needed

Project Management

- Oversee project planning, program development, implementation, evaluation, and reporting using a trauma-informed, strengths-based, and data-driven approach
- Co-develop with existing Start-Up Committee an ongoing governance structure grounded in diversity, equity, and inclusion that ensures power sharing among community members and organizational representatives
- Establish and oversee day to day operations of Institute
- Monitor project budget and contract deliverables, communicating successes and challenges with project partners and involved community members
- Present financial and other project information to governing committee to facilitate collaborative decision making
- Develop and cultivate relationships with project funders and other key stakeholders
- Ensure compliance with grant contracts and regulatory requirements
- Facilitate and co-facilitate project meetings, ensuring shared power among community members and organizational representatives
- Represent the Institute at meetings and community activities as needed

Job Qualifications:

- Bilingual (Spanish/English) required (written and oral fluency necessary)
- Minimum five (5) years community organizing, community engagement, developing grassroots leadership, and/or advocacy experience required
- Project management, including budget management and reporting experience, required
- Experience creating and supporting effective governance structures
- Intense passion for social justice and equity
- Knowledge of the socioeconomic characteristics and needs of the north metro Denver community, including Adams County and Westminster
- Strong communication, networking, and listening skills
- Self-starter with experience in coalition building and community mobilization
- Strong cultural competency and collaboration skills
- Work effectively in an environment with diverse cultures, multiple perspectives, and competing needs
- Familiarity with Microsoft Office Suite including Word, Excel, PowerPoint, 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 9am-5:30pm, with some evenings and weekends required
- Location: Work will be performed out in the community and at Growing Home offices.

Why You Should Work at Growing Home

- Competitive Pay: \$65,000-70,000 starting salary (dependent on experience)
- Flexible schedule and telework opportunities
- Fantastic Benefits:
 - Health, Dental, and Vision Insurance
 - Company-paid life insurance
 - Optional 403(b) retirement plan, with 5% match after 1 year
 - Dedicated professional development dollars
 - Weekly paid wellness time
 - Paid vacation time, sick time, and holidays
 - Company-paid mental health consultant
 - Gym stipend
 - Cell phone stipend
- A fun, close-knit team!

To Apply:

Please send a resume and cover letter in both English and Spanish to careers@growinghome.org with Community Organizer/Senior Project Manager in the subject line. No walk-ins, please.