

# Position Description: Community Organizer

The Rotterdam Community Center (RCC) is an open table for the people of Rotterdam and the Greater Schenectady area of New York, where neighbors of all backgrounds can gather safely and without judgement to support, learn and grow together. We welcome, affirm and celebrate our neighbors no matter their religion, age, race, ethnicity, nationality, sexual orientation, gender identity, gender expression, relationship status, socioeconomic status, ability, mental and physical condition.

The core values of Schenectady Community Ministries (SiCM) are:

**Breaking barriers:** We look to expand access to resources beyond traditional limitations. We work to remove stigma. We are charting new ground.

**Lightening burdens:** We seek to lighten the loads that people carry as they manage responsibilities for health, family, food, and basic needs. In all of this we aim to open space for moments of joy and peace.

**Fostering dignity:** We operate with mutual respect at all times and look to examine our policies, procedures, and practices to ensure the dignity of all.

**Listening, responding, and adjusting:** We are attentive to the needs and desires of the community and actively seeking to respond in meaningful ways to what we hear. In our responsiveness, we are committed to recognizing when we need to course correct based on what we hear.

The Community Organizer is classified as an salaried, full-time employee who reports jointly to the RCC Pastor & Executive Director and the Schenectady Community Ministries (SiCM) Executive Director and CEO.

## Job Overview

The Community Organizer will develop a comprehensive Community Needs Analysis in partnership with the Siena College ACES Program, for the Town of Rotterdam, New York and a pilot Community Advocates Program for Schenectady County in line with the vision and purpose of RCC and SiCM. This is a one-year, grant funded position administered jointly by RCC and SiCM with the possibility for renewal.

## Responsibilities and Duties

1. Discover the mutual needs and goals of neighbors in the increasingly diverse town of Rotterdam, New York through:
  - Surveys online and in existing fairs, forums, locations where historically overlooked populations gather.
  - Collection of alternative types of feedback through the fine arts, theatre, music and poetry.
  - Focus groups over shared meals and other welcoming activities.
2. Based in part on a Community Advocates Program developed by the Food Bank of the Southern Tier, develop a similar pilot program with guests from Schenectady County food pantries that includes:

- Ten workshops on topics like storytelling, public speaking, stress reduction/ self-care and working with the media;
  - Connecting program graduates with research, nonprofit leadership and advocacy opportunities.
  - Financial support for participants that values lived experience.
3. Reporting back to the wider community about the results of the Community Needs Assessment and pilot Community Advocates Program.
  4. Work predominately in-person out of the Rotterdam Community Center's new nonprofit hub.
  5. Other tasks as assigned by supervisor.

### **Compensation/ Benefits**

1. Competitive full-time salary depending on experience.
2. Four weeks paid vacation.
3. Full benefits as negotiated.

### **Skills and Qualifications**

1. Master's degree or bachelor's degree with some prior experience.
2. Ability to pass a background check.
3. Strong communication, comprehension, and interpersonal skills.
4. Flexibility to adjust their schedule to suit the needs of the Rotterdam Community Center.
5. Demonstrated ability to work independently and with people of diverse backgrounds.
6. Agree to abide by all policies and procedures found in the SiCM's *Employee Handbook*.
7. Demonstrated skill or ability to self-teach in platforms including Microsoft Word, Zoom, Google Docs/ Sheets/ Slides/ Forms/ Calendar, Canva, Adobe Express, Weebly/ Square, Facebook, Instagram, CRM software and Mailchimp.