

## VOICE BUFFALO COMMUNITY ORGANIZER JOB DESCRIPTION



*VOICE is faith-based community organizing project dedicated to building the civic capacity of ordinary people and equipping them to address social, racial, and economic justice issues through leadership development, negotiation, direct action and coalition building. VOICE is a multi-racial and multi-faith federation of over 50 member congregations and community organizations from Buffalo and Erie County. Our current organizing work includes creating alternatives to arrest and decreasing mass incarceration, creating greater workforce diversity and ownership of businesses from People of Color, addressing economic disparities, and working to improve the quality of life for Buffalo residents.*

*A Community Organizer is responsible for continuing to build a powerful faith-based organization with a team of talented and courageous clergy and lay leaders from congregations and other community institutions in the region. A successful candidate will have the drive and leadership necessary to organize faith based and grassroots community to mobilize leaders and win local issues and actions in member congregations or issues which affect their immediate community. The organization's mission is to faithfully bring forth social justice and equity in our region through organized, collective action.*

### **Organizational Membership** This person must:

- Have the confidence and relationship- building skills to work effectively with faith and community leaders.
- Develop and carry out a strategic plan that effectively increases the number of member institutions in our organization.
- Organize and develop core teams within member organizations and various neighborhoods.

### **Leadership Development** This person must:

- Conduct one-on-one conversations with current and prospective leaders on a regular basis.
- Confidently challenge leaders in ways that focus on their development, enabling them to describe how they have grown through doing this work.
- Develop relationships with faith leaders and representatives of new institutions to successfully recruit them into the organization.
- Create clarity for leaders in defining their specific role in building the organization.
- Identify and develop issue campaigns that build leadership the organization.
- Work with leaders to understand their self-interest and the self-interest of others.

### **Action Agenda** This person must:

- Effectively challenge leaders to take action on identified issues in Criminal Justice Reform by organizing strategic campaigns, building a powerful base, and implementing Restorative Justice practices to address the systemic oppression caused by Mass Incarceration.
- Evaluate meetings and actions to develop leaders and build the organization.
- Be committed to organizing on-going actions to develop leaders and build the organization.

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- Have experience engaging communities of color in the public arena. have experience engaging communities of color

#### **Effective Meetings** This person must:

- Plan and implement effective meetings and prepare leaders for their roles
- Host pre-meetings and planning meetings that set agendas and define actionable goals that are achievable within a clear time frame. Conduct meeting evaluations and hold partners, staff, and leaders accountable to the goals of a campaign and the organization
- Be able to organize and guide leaders in conducting effective meetings.

#### **QUALIFICATIONS**

- Must have expert interpersonal and relationship building skills. Relationship building skills must be strong enough to empower people to work together.
- Must have expert level written and verbal communication skills
- A passion for and commitment to justice issues and the communities that VOICE serves.
- Personal qualities that include integrity, mission commitment, respect for diversity, ability to motivate and inspire, and a faith foundation.
- Knowledge and experience with implementation of civic engagement and get-out-the-vote (GOTV) strategies.
- Demonstrated competence and leadership in multi-faith, multi-lingual and multi-cultural contexts.
- Good listening skills and the ability to remain poised and focused in challenging situations and to help others to do the same is crucial.
- Flexibility, proactivity, resourcefulness, and efficiency will be critical for success in this role.
- Strong decision-making ability
- Must have the ability to give and accept constructive feedback
- Must have reliable transportation.
- 1 year organizing experience preferred
- Bachelor's Degree Preferred

*To apply, please submit a resume **and** cover letter to Executive Director Whitney Walker: [Whitney@VoiceBuffalo.org](mailto:Whitney@VoiceBuffalo.org) by January 2, 2019. Submissions without a cover letter will **not** be accepted.*