



## Neighbors Building Neighborhoods

Promoting positive change



### Job posting:

#### COMMUNITY ORGANIZER

**Start date: August/September 2021 End date: August 2024**

**Job Title:** Community Organizer

**Job Sites:** Communities in the Cherokee Nation, northeast Oklahoma: Adair, Ramona, Chelsea, Colcord, Fairland, Gans, Kansas, Okay, Oktaha, Salina. This position requires interaction with a diverse set of citizens, public and private community leaders, and youth across the community. The position requires a flexible schedule, including evening and weekend work to maximize community participation in activities.

**Job Classification:** This position can be either a 20 hours-per-week position or 40-hours-per-week position administered through Neighbors Building Neighborhoods (NBN) Nonprofit Resource Center in partnership with the Cherokee Nation Behavioral Health and Emory University. This is a temporary position with funding for up to three years with satisfactory performance. Benefits will vary based on full-time or part-time classification.

#### DESCRIPTION:

Use community organizing methods to build an Action Team of local citizens. The organizer then works to facilitate the work of the Action Team in leading actions and campaigns to prevent alcohol and drug use among high school students by reducing access to drugs and alcohol.

#### Duties include:

- Actively being visible and present in the community
  - Meeting one-on-one with many citizens across the community
  - Engaging different parts of the community
  - Developing a network with key community members
- Form a citizen Action Team
- Facilitate the development & implementation of Action Team work plans and timelines to implement policies and strategies, and improve their enforcement and implementation, at the community level
- Create successful partnerships with other community agencies where strategically helpful
- Encourage and develop leadership among Action Team members
- Coordinate with other project staff to achieve project goals and maintain project protocols, including:
  - Maintain regular records of daily activities and Action Team activities
  - Use e-mail and database reporting procedures
  - Participate in required project meetings
  - Represent the prevention project, Cherokee Nation Behavioral Health and Emory University in a professional manner
  - Comply with the NBN Nonprofit Resource Center personnel policy guidelines and procedures

#### ESSENTIAL QUALIFICATIONS:

Applicants from a variety of educational backgrounds will be considered. A high school diploma is required and a 4-year degree is preferred. Experience with community organizing is valuable. The ability to self-motivate and actively motivate others; an outgoing personality with strong verbal communication skills; the ability to work with and relate to a variety of people to establish solid working relationships; and enthusiasm and passion for community improvement are crucial skills for this job. Previous experience with campaigns, such as for local office or other types of community development, is particularly relevant. Residence in or near Adair, Ramona, Chelsea, Colcord, Fairland, Gans, Kansas, Okay, Oktaha, or Salina is desired.

To apply email your resume and a brief note explaining your interest in the position, which community or communities you would be interested in working in, and whether you are interested in a 20-hour or 40-hour work week to both:

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