

## **COMMUNITY ORGANIZER JOB DESCRIPTION**

POSITION: Community Organizer

ORGANIZATION: Peconic River Community Development Alliance (PRCDA)

POSITION LEVEL: Part time – temporary

REPORTING STRUCTURE: Reports for PRCDA Board of Directors

DESCRIPTION: The Community Organizer will utilize strategic community building organizing and outreach strategies to engage the following community members and community stakeholders: residents, property and business owners, police departments, municipal staff, elected officials, church and civic leaders, service providers, not-for-profit and for profit community groups, environmental organizations, developers, and local school groups (Parents, teachers, students and administrators). The responsibilities of the position include but are not limited to the following:

- Develop a community engagement plan
- Facilitate the implementation of that plan
- Recruit community volunteers
- Work collaboratively with community groups
- Develop and help implement community based electronic and social media tools
- Build knowledge of appropriate community services and resources

### PROFESSIONAL REQUIREMENTS:

- Training in the community development field, or two years of relevant experience in community development.
- Group facilitation skills
- Strong interpersonal and communication skills, written and verbal.
- Good analytical, negotiation, and problem-solving skills
- Strong time and task management skills
- Genuine commitment and sensitivity to residents and community issues
- Respect for economic and cultural diversity, experience working with diverse groups of people
- Highly motivated and independent, yet team-oriented
- Must be able to work some week-ends and evenings and have reliable transportation
- Computer and other standard office equipment skills sufficient to prepare flyers and other communications, maintain databases, email, and website posting.
- Fluency in Spanish preferable but not required.

Email resumes to: [preconicalliance@gmail.com](mailto:preconicalliance@gmail.com)

Or Mail to

The Alliance  
108 Peconic Ave.  
Riverhead, NY 11901

No later than August 1