

## JOB DESCRIPTION

Title: Community Specialist (Mobilizer) FLSA Status: Exempt	Reports to: Director of Community Education & Outreach
	Date: September 2021

**Summary:** The Community Specialist (Mobilizer) will focus on advocacy of key legislative goals and campaigns, building grassroots efforts for racial, health and wealth equity and civic engagement focusing on the new American electorate and comprehensive Immigration Reform ( including but not limited to Clean Dream ACT), voter registration and citizenship for long term power building in marginalized neighborhoods.

### ESSENTIAL RESPONSIBILITIES/FUNCTIONS

1	Organize small and large-scale informational and educational sessions for Latino community, civic leaders, El Centro clients, schools and staff on key campaign issues affecting the community, including but not limited to DACA, Know Your Rights, Public Charge, Census 2020, immigration, and voter registration.
2	Identify, develop, and train leaders to build powerful community and campaign teams.
3	Lead successful organizing campaigns that are rooted from community interests and organizational legislative priorities.
4	Support the design and implementation of civic engagement initiatives that last beyond any one voter cycle and grow the rising American electorate including voter registration, door to door education and GOTV rallies.
5	Support the implementation of clinics for citizenship, Power of attorney or other opportunities that arise and voter registration that assist with application and financial barriers that prevent those from utilizing these programs.
6	Develop and maintain strong communication within and outside of organization including inclusive language translation at community events and trainings
7	Carefully track individual campaign supporters and grassroots leaders through regular metrics reports and weekly data updates. Collect the stories of our issues, people and fight.
8	Work collaboratively on joint efforts with community organizations, other community organizers, allies and partners
9	Develop tools for coalition and partner organizations to utilize in support of community interest and needs
10	Support volunteers in delivery of programs and initiatives.
11	All other duties as assigned

### KEY COMPETENCIES/SKILLS

- Strong Written and Verbal Communication Skills
- Strong Public Speaking Skills
- Ability to work with Diverse Religious, Racial and Ethnic Communities
- Ethical Conduct
- Strong Interpersonal Skills
- Leadership and Relational Skills
- Organizational and Time Management Skills

- Strategic Thinking and Problem Solving Skills
- Proficient in Word, Excel, Outlook, PowerPoint

**POSITION REQUIREMENTS: Preferred Education and/or Experience**

- Minimum of some post-secondary education, Bachelor’s Degree preferred
- Minimum of 2 years professional experience in community organizing, policy advocacy, or neighborhood outreach.
- Must be bilingual in Spanish/English
- Prefer experience working on immigration issues and directly working with immigrants and/or refugees
- Prefer experience in community mobilization or working on social change issues
- Knowledge of Johnson County

**ADDITIONAL REQUIREMENTS**

- Attitudes, knowledge and skills to deliver culturally competent services.

**El Centro, Inc. is an Equal Opportunity Employer**



SU CONEXIÓN A LA COMUNIDAD

**Signatures**

This job description has been approved by all levels of management:

Manager \_\_\_\_\_ Date \_\_\_\_\_

HR \_\_\_\_\_ Date \_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_