

**Create A Healthier Niagara Falls  
Collaborative, Inc.**

**JOB DESCRIPTION**

**JOB TITLE:** Community Organizer

**REPORTS TO:** Director, ReNU Niagara

**FLSA STATUS:** Exempt

**APPROVAL DATE:** 2/5/2015

**SUMMARY**

The Healthy Food Healthy People Community Organizer position is a full time position that was formed through a 24 month grant awarded to the Create a Healthier Niagara Falls Collaborative, Inc. The focus of the project will be to address the lack of access to healthy and affordable foods, improvement to the built food environment, and identified desires for lifestyle change indicated by residents in the most challenged neighborhoods in Niagara Falls: Hyde Park and Highland. The position was created to provide support to the Healthy Food Healthy People and Resident Engagement Work Groups.

Under general supervision of the ReNU Niagara Director, the Community Organizer is responsible for resident engagement, project oversight and evaluation, coordination of marketing and communication within the Work Group and the targeted neighborhoods.

**ESSENTIAL FUNCTIONS**

- Lead resident engagement efforts in the targeted neighborhoods;
- Assist with the identification, vetting, enrollment and coordination of residents into resident leader cohorts;
- Assist with the resident leader cohorts' trainings, meeting and activities;
- Oversee implementation of resident-driven projects;
- Assist with outreach and engagement for all steps of the concept mapping and visioning process (including brainstorming, sorting, rating and prioritizing);
- Work collaboratively with members of the Healthy Food Healthy People Work Group and other Work Groups in the Create a Healthier Niagara Falls Collaborative, Inc. strategic planning process, as needed;
- Coordinate marketing and communication relating to activities of the grant, including newsletters, website updates and social media updates;
- Assist with identification of topics and speakers for booster classes;
- Work closely with the evaluation team and the Healthy Food Healthy People Work Group to evaluate the project;
- Work with Healthy Food Healthy People Work Group members to craft and implement food access/built environment planks for shared agenda of the Create a Healthier Niagara Falls Collaborative, Inc.;
- Oversight of the implementation of a project work plan

## **OTHER JOB DUTIES**

- Perform all other duties as assigned by the Healthy Food Healthy People Work Group.

## **REQUIREMENTS/QUALIFICATIONS**

- 4 Year Degree in a Related Field
- At least 1 to 3 years experience in community organizing;
- Interest in building community power, voice and fostering the leadership of others;
- Knowledge and experience with volunteer recruitment and management;
- Working knowledge of grants, volunteerism, community development and resident engagement;
- Proven ability to work effectively and creatively with diverse people and groups and to maintain cultural sensitivity;
- Strong oral and written communication skills;
- Skilled at planning, prioritizing, multitasking, organizing and following through while maintaining energy and focus;
- Demonstrated management skills;
- Ability to work independently with minimal supervision, yet take direction according to goals of the work group;
- Ability to read and comprehend various forms, documentation, files and information;
- Proficiency to handle various office machines, including but not limited to computer, copy machine, fax and phone;
- Knowledge of computer software applications such as Microsoft Office programs, proficient use of the internet and a willingness to develop additional skills as needed;
- Valid New York State drivers license required;
- Niagara Falls resident who has experience working in target neighborhoods required;
- Ability to work a flexible schedule, including some weekends and evenings

## **To Apply:**

Interested individuals should submit the following documents to Tom Lowe, ReNU Niagara Director, at [tlowe@niagara.edu](mailto:tlowe@niagara.edu).

1. Cover letter
2. Resumé
3. Professional References (minimum of 3)