



Part-Time Community Organizer Position Description

Action of Greater Lansing is seeking an Organizer experienced in congregation-centered community organizing to recruit new membership and identify, train, and organize community leaders to address local and regional issues such as health care accessibility, criminal justice reform, and immigrant rights.

The Organizer will work with the Lead Organizer and volunteer task force leaders to execute the mission of Action and must be: a strategic thinker, able to inspire others to act, willing to take risks, self-motivated, and have a deep desire to work for racial and economic justice in our society. Must have administrative experience and an intersectional approach to social justice. Bilingual, Spanish speaking preferred.

Successful candidates will be required to attend the 7-day residential Gamaliel National Leadership Training within 90 days of start date. Expenses paid by Action of Greater Lansing. See **www.gamaliel.org** for training dates and locations.

Action of Greater Lansing, incorporated in the state of Michigan in 1998 and re-constituted in 2011 as a Gamaliel network affiliate, is a non-profit community organization that fights for equity and justice in the Greater Lansing area. The ultimate goal of Action of Greater Lansing is to unite the various religious and secular organizations in the greater Lansing area as members of a institution-based community organization whose purpose is to achieve the well-being of all people in this area through a process of education, dialogue, and direct action. Visit **www.actionofgreaterlansing.org** for more information. Action of Greater Lansing is an affiliate of Gamaliel, a faith-based community organizing network with 45 affiliates in the United States.

This is a $\frac{3}{4}$ time position at 30 hours a week. Salary range begins at \$15.00/hour. We are unable to offer benefits or health insurance at this time. There are progressive and flexible vacation and sick time policies in place and Action strives to be an organization

that prioritizes its employees' wellness in movement work. Women, people of color, formerly incarcerated people, and members of other marginalized communities are highly encouraged to apply.

Please submit a one page cover letter and a resume to Karalyn Grimes at karalyn@actionofgreaterlansing.org by midnight on July 12, 2019. .

Position Responsibilities:

- Conduct at least 10 one-on-one conversations each week with task force leaders and participants, potential new members, leaders in member organizations, public officials, community group representatives, and other key officials.
- Conduct issues and policy research and compile resources for membership on particular issues and campaigns.
- Facilitate Criminal Justice Reform task force meetings, trainings, and leadership development.
- Provide support and training to justice teams in member organizations.
- Attend and support other task force and coalition meetings as needed.
- Organize committee and task force logistics as needed—announcements, meeting minutes, and follow-up steps.
- Coordinate and assist in the development of communication pieces, including a monthly e-newsletter, social media and website updates.
- Assist with two large events per year—MLK Fundraising and Fellowship Breakfast and Nehemiah Public Assembly
- Maintain membership lists of all contacts and annual participation of each justice ministry and task force.
- Maintain special lists such as press contacts, funders and supporters, organizations engaging in similar work, etc.
- Prepare and release press releases and e-blasts for events and important news
- Maintain office and equipment in orderly working condition. Judiciously replace supplies as needed and resources allow.
- Assist Lead Organizer in grant monitoring and reporting, collect task force metrics when needed.
- Other duties and responsibilities as collectively decided with the Lead Organizer and task force leaders.