

Neighborhood Alliance of Central Oklahoma Job Description

Job Title: Community Organizer for the Southside of OKC

Working Hours: 40 hours per week/ Exempt, Salaried Position
May require early mornings, evenings and weekends

Working Location: Neighborhood Alliance office at 1236 NW 36th St., Oklahoma City and various other locations in the community as scheduled. Eventually to be housed in an office on the Southside of OKC.

Supervisor: Executive Director

General Job Description:

Work closely with neighborhoods, neighborhood leaders, business leaders, other non-profits, City Council members, civic leaders and municipal staff to create and/or support community based organizations aimed at improving residential areas throughout South Oklahoma City. The goal is to create opportunities for residents of the Southside of OKC to be better informed and more engaged citizens who want to be part of positive growth. This is a very independent job that requires an individual that can set their own goals and monitor their own responsibilities.

Specific Duties to Include:

- Host focus groups and meet with Southside leaders to develop a strategic plan to meet the goals of this position.
- Meet directly with South side neighborhood leaders and or citizens to help establish a method of organizing their neighborhood and/or area around unified goals
- Provide support to citizens who are trying to solve their neighborhood issues via phone, in-person, mail or electronic messaging
- Present public talks on topics pertinent to Neighborhood Alliance, civic engagement and/or South OKC initiatives, including community building and leadership skills
- Work directly with municipal staff in developing programs to strengthen Southside OKC neighborhoods and communities, implement the goals of the programs and help evaluate the efficacy of the programs when requested
- Assist and sometimes organize special projects of the agency when requested, which may include Beautification Station, National Night Out, Neighborhood Leaders for Today, monthly roundtables, workshops, and other special events hosted by the agency with an emphasis on Southside citizens involvement
- Host meetings with local leaders when necessary to assure the goals of this project are unified and pertinent
- Attend municipal or other civic organizational meetings representing Neighborhood Alliance and her mission when requested
- Assist in upgrading the social networking communication avenues previously created by the organization
- Assist with office responsibilities as needed, to include answering phones, copying, cleaning office space, filing and mailing packets of information
- Other jobs as requested by the Executive Director

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Skills Needed:

- Must be proficient in written and oral communications in both English and Spanish
- Prefer someone who either lives on Southside of OKC or has very close ties to the area
- Must have excellent verbal and written communication skills, grammar and be comfortable communicating with all types of people and groups
- Must be comfortable talking to large groups of people and willing to learn how to facilitate and run efficient meetings.
- Above average proficiency on the computer with specific knowledge of Windows, Microsoft Office, Publisher, Access
- Must be highly organized, independent and able to handle many tasks at once
- Must have the ability to be a supportive and patient supervisor to volunteers
- Should be highly creative, a problem solver and have knowledge of community resources
- Must have college degree. Relevant work experience may be substituted for college degree at the Executive Director's discretion
- Must have a reliable car with appropriate insurance coverage and be willing to use it for work. Mileage expense is reimbursed

Benefits:

- This position offers fully paid medical insurance after 60 days on the job
- The Agency offers a monthly stipend toward the use of your personal cell phone
- Office is closed for the two weeks surrounding the Christmas holiday. This is paid time off and does not count toward accrued vacation days.
- This position accrues Vacation and Sick leave in accordance with NA Policies
- Dental Insurance is available for purchase by the employee

Assurances:

Neighborhood Alliance is a non-discriminatory agency and does not discriminate on the basis of gender, race, age, or sexual orientation. We are a drug free work place and uphold a no smoking policy for the building and property.

Working Hours:

This is a full time exempt position. Hours must be highly flexible as the position will have some early morning as well as evening meetings to attend and or facilitate. Position is expected to get their duties accomplished in 40 hours per week and may use a varied, as-needed schedule to accomplish this.

Salary Range:

Starting salary is dependent on experience and skills. Salary is between \$34,000 and \$42,000.

If interested contact:

Georgie Rasco, Executive Director, Neighborhood Alliance, 1236 NW 36th St., 73118, or email to georgie@nacok.org. Resumes without a cover letter will not be reviewed. No phone calls please.

Closing Date:

Applications will be accepted until position is filled. Prefer to have applications no later than August 15, 2014.