



**Community Organizer 2017
(This is a full time position)**

Lawrence CommunityWorks (LCW) is a nonprofit community development corporation that weaves together community planning, organizing, and asset-building efforts with high-quality affordable housing and commercial development to create vibrant neighborhoods and empowered residents. By facilitating conversations and action on community priorities, LCW engages partners and a network of youth and adult residents in opportunities to move themselves and the city of Lawrence forward.

Position description:

The Community Organizer works collaboratively with residents, LCW members, staff, and community partners to facilitate the design and implementation of relationship-driven civic engagement opportunities that promote the enhancement of the social capital needed to provide the spark for individual and collective actions aimed at improving the quality of life in the City of Lawrence.

Since 2012 LCW has been working within Lawrence Schools to assist in the creation of greater connectivity and partnership between family, community and school. **The community organizer position will primarily be responsible for coordinating all aspects of LCW's school based community organizing and network building efforts.**

Duties and responsibilities include:

- Coordinate and facilitate all aspects of LCW's network building efforts with Lawrence Public School (LPS) families, teachers and school administrators. Including, but not limited to:
 - Community Education Circles – Relationship building between parents, teachers and school administrators
 - School Marketplaces – School wide community building networking nights
 - Relationships building with parents, teachers and school administrators to create an environment of mutual support and partnership
 - Create opportunities for parents to take leadership and self-direct school activities and actions
 - Cultivate both new and existing relationships with LPS schools, staff and families
 - Participate in LPS Family Engagement Strategic Planning efforts
- Work in collaboration with residents to follow-up and implement strategies that address school, neighborhood and community issues and concerns
- Recruit, train and supervise volunteer leaders to assist in the implementation of civic engagement, school based and neighborhood initiatives
- Assist all network organizing department staff in network building activities aimed at connecting LCW members with one another and opportunities to improve and enhance their quality of life.
- Support LCW's neighborhood network building strategies.
- Organize and support education and/or mobilization campaigns and activities that address community issues
- Facilitate civic engagement trainings and workshops
- Assist with resident turnout and mobilization as needed
- Other relevant duties as deemed necessary by the LCW membership and senior management.

Qualifications:

- **Passion for positive community change through community empowerment and collaboration.**
- **Ability to listen to and see the strengths and skills of community members and to utilize them to bring about collaborative community change.**
- Ability to be flexible and creative in identifying community/resident priorities
- Post secondary education and/or three to five years of experience in community organizing preferred
- Able to work collaboratively with people of diverse backgrounds
- Strong, interpersonal, speaking, writing, and group facilitation skills
- Ability to work nights and weekends when needed
- Familiarity with Lawrence Public Schools is helpful
- Able to manage various tasks/projects at once
- Proficiency in Microsoft Office and social networking technologies
- Fluent in Spanish and English; bicultural a plus

Please send resumes and a brief cover letter to: N. Pagan, Human Resources, LCW, 168 Newbury Street, Lawrence, MA 01841 or npagan@lawrencecommunityworks.org with the subject line "Community Organizer (schools)."