

**JOB DESCRIPTION: Bilingual Community Organizer** (updated 04/17/18)

Please respond by **Thursday, April 15th** for final considerations of current vacancy – interviews ongoing!

**POSITION:** Community Organizer (Bilingual English/Spanish and other key languages a top priority)

**POSITION LEVEL:** Full-Time, Part-Time, Temporary, and Permanent positions available

**HIRE DATE:** Current vacancy to be hired as soon as a matching candidate is selected. SOC accepts applications on an ongoing basis for opportunities that arise.

**REPORTING STRUCTURE:** Reports to the SOC Executive Director

**ORGANIZATION:** Southside Organizing Center (SOC), formerly Southside Organizing Committee, is a neighborhood-based organization dedicated to the development and sustainability of Milwaukee's near South side neighborhoods. SOC works with and for residents to create a safe, livable, and economically vibrant community. SOC is committed to ensuring residents have a greater voice, vote, and vehicle to work together on the issues that affect their neighborhoods.

**DESCRIPTION:** Every SOC staff is an organizer in addition to other duties. Community Organizers collaborate with the rest of the SOC team to work with and for residents and other stakeholders to develop and sustain Milwaukee's Near South Side neighborhoods.

Each position has three components:

- one primary geographic or population service area;
- one programmatic leadership role (Leadership Development & Academy; Issues, Events, and Initiatives; Safety/Community Prosecution Unit; Bilingual Services in English/Spanish including interpretation and translations; Housing Resources; etc.);
- one infrastructure function (assessments/outcomes, communications, fiscal, resource development, human resources, office management, etc.)

**RESPONSIBILITIES:**

- Support the grassroots organizing, building of community, leadership, unity, and engagement of residents and other stakeholders in the SOC district including face-to-face and door-to-door outreach, relationship building, and leadership development
- Actively participate with the Organizers Team and Resident and Stakeholder Groups in a collaborative process to address resident's concerns and interests
- Contribute knowledge of appropriate community resources to make referrals for residents and advocate as needed
- Serve as a liaison to individual and groups of residents and other stakeholders including relevant meetings, presentations, and community events
- Develop and strengthen a programmatic focus area and an infrastructure focus
- Supporting the other organizational focus areas, programs, services, and functions of the organization
- If applicable, provide interpretation and translation services

**PROFESSIONAL & OTHER REQUIREMENTS:**

- Bachelor's degree in related field or equivalent education or experience in community work
- Bilingual ability in English/Spanish, English/Hmong, English/American Sign Language, or other languages

- A strong history and/or connection to Milwaukee's South side with residency in district preferred
- Commitment to social justice, community revitalization, and leadership development
- Passion for grassroots community organizing and/or activism
- Inclusive approach with respect and competence to work with diverse community neighbors and groups
- Ability to relate to individual and groups of residents and maintain data base of their information
- Genuine sensitivity to residents and community issues
- Strong interpersonal and communication skills (written and verbal) via several mediums including public speaking in small and large groups and via social media
- Good analytical, negotiation/peace-making, and problem-solving skills
- Strong time and task management skills with an attention to detail
- Highly motivated, responsible, flexible, and independent worker who is also team-oriented
- Must be able to work some week-ends and evenings
- Competent use of technology and other standard office equipment skills
- Must have valid driver's license and reliable and insured transportation
- Must comply with SOC funding source to maintain residence in the City of Milwaukee during entire tenure of work. Preference giving to residents of SOC district within the following boundaries (Menomonee Valley north, Oklahoma Ave. south, Lake/1<sup>st</sup> St east, and Miller Parkway/43<sup>rd</sup> St. west)

**SALARY AND BENEFITS:** SOC is committed to a minimum living wage of at least \$15 per hour for all permanent employees. Community Organizer salary ranges from \$15 to \$20+ per hour depending on experience and demonstrated achievements. A generous paid time off package and other benefits available depending on staff status.

**CONTACT INFO:**

Please send cover letter, resume, and community references (preferably from the South side) to the following via email, mail, or delivery:

Attn.: Gabe Charles

Gabe@SOCmilwaukee.org

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1300 S. Layton Blvd., 2<sup>nd</sup> Floor  
Milwaukee, WI 53215  
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***SOC is an Equal Opportunity Employer***