

## **JOB DESCRIPTION**

**Position:** Early Learning Organizer

**Program:** Promesa Boyle Heights

**Status:** Full-time, Non-Exempt

**Compensation:** \$22.00-\$26.00/hr. depending on experience

**Hours:** Monday – Friday, 9:00 AM to 5:30 PM, On-site

**Reports to:** Senior Coordinator of Community Transformation

## **ORGANIZATIONAL BACKGROUND**

Proyecto Pastoral at Dolores Mission was founded in 1986 by community residents and the California Province of Jesuits. It has grown into a highly effective community - building organization. Proyecto Pastoral is committed to involving local community members in the planning, design and implementation of its programs. Proyecto Pastoral serves over 2,500 children, youth and families annually through its five programs. For more information, visit: [www.proyectopastoral.org](http://www.proyectopastoral.org). Promesa Boyle Heights was founded by various community partners and is a collaborative of Proyecto's programs.

## **ABOUT PROMESA BOYLE HEIGHTS**

Promesa's mission is to improve conditions in Boyle Heights at the individual, school, and systems level by building a movement of partner organizations, students, and families collaborating to close the opportunity gap and strengthen supports for students from cradle through college and career. For more information, visit:

[www.promesaboyleheights.org](http://www.promesaboyleheights.org).

Promesa Boyle Heights (PBH) is a passionate collaborative of residents, youth, schools, local organizations and public/private institutions working together to realize a vision where:

1. Every individual has access to a range of supports in the home, in our schools, and in the community to foster school and life success;
2. Organizations are collaborating and closing the opportunity gap amongst the most marginalized and underserved populations in our community, and;
3. A powerful, resident-led collaborative is winning system-level policy changes that create a safer, healthier, and more stable Boyle Heights.

## **POSITION OVERVIEW**

The Early Learning organizer (organizer) is responsible for recruiting 25 new supporters, engaging 10 activists, and developing 10 volunteer leaders who identify with and support the PBH campaign priorities - specifically those connected to Early Learning northstar and strategic directions. The organizer also leads the execution of grassroots outreach plans to further the programmatic goals of the collaborative and leads the facilitation of campaign strategy. They also help advance the direction of the Early Learning Solutions Team in collaboration with parents, resident leaders, partners and other key stakeholders.

Promesa Boyle Heights is seeking a mission-driven individual who is passionate and committed to social and racial justice. The organizer will also support leadership development, recruitment and coordination of grassroots campaigns related to advocacy areas within the other Promesa's Community Transformation focus areas, including: immigrant rights, education justice, English language learners, wellness and healthy environments. The organizer will work with the Community Transformation team which includes the Directors and Senior Coordinator of Community Transformation, and will participate in organizing, alignment and

strategy meetings to advance the mission and vision of Promesa.

## **KEY RESPONSABILITIES**

### **Organizer Model Implementation and Base Building**

- Work with the team to identify, recruit and develop resident leaders and engage parents and supporters of the collaborative and/or our core partner efforts.
- Coordinate across Promesa teams to expand our base, meet new potential supporters, and generate new contacts through outreach efforts to add to our database.
- Recruit and train resident leaders, early care and education providers, and other stakeholders for press conferences, hearings, and other events.
- Lead trainings on topics identified by resident leaders, early care and education providers, and other stakeholders. May be asked to support in areas such as immigration, education justice , English Learners, wellness and healthy environments.
- Engage Promesa's base of supporters in grassroots campaign activities (ex. school district meetings, community outreach, virtual convenings, etc.) connected to early learning and other Promesa areas.

### **Campaign Support and Program Development**

- Along with community education, base-building, and resident leadership capacity-building, the organizer will lead the development of establishing a Boyle Heights Early Learning Network, organizing and connecting key early care and education centers and family child care home providers.
- Collaborate with Comité de Líderes to create intergenerational advocacy with early learning care providers, residents, youth and others on resident identified campaigns.
- In partnership with Promesa's other teams and key partners, they will actively develop a campaign aimed at increasing support for Early Learning programs, funding and other investments as identified by the Early Learning Solutions Team.
- Support advocacy related to Promesa's parks, open space and healthy environments advocacy campaigns in connection to Early Learning goals .
- Support the creation and launch of new organizing initiatives, including early learning components.

### **Grassroot Advocacy**

- Build and maintain working relationships with a wide-range of partners, including residents, youth, schools, local organizations and public/private institutional leaders
- Build and maintain regular communication with the General Assembly, Steering Committee, and other Promesa Solutions Teams and Promesa team Committees.
- Build and maintain relationships with coalition partners and community schools in the Promesa network.
- Participate in key coalition and campaign-related meetings.
- Support the design and implementation of quantitative and qualitative evaluation and reporting tools.

## **QUALIFICATIONS:**

Below are some of the minimum qualifications for this organizing position:

- A bachelor's degree is preferred; other comparable organizing work experience will be considered;
- Strong adaptive leadership abilities including an encouraging, motivating presence to help with conflict management, team building, goal-setting, prioritization and strategic planning;
- Able to work independently and as a member of a team;
- A minimum of 2 year of grassroots experience organizing, supporting different phases of a campaign,



knowledge of organizing principles and coalition-building; other comparable organizing work experience will be considered;

- Commitment to social justice and community empowerment;
- Able to communicate well (verbal/written) in both English and Spanish;
- Must be computer literate and have experience working with Microsoft Office, data analysis software, and social media;
- Able to work flexible hours including evenings and some weekends;
- Able to exercise balanced judgment in evaluating situations and making decisions, and to handle difficult or confrontational situations in a calm, consistent, and equitable manner.
- Able to effectively represent Promesa BH interests in the community and maintain effective working relationships among co-workers, public, private, and professional groups.
- Awareness and established practices, tools, and supports to balance work and self-care;
- **\*\*Must be a licensed driver with reliable transportation and ability to meet organization's minimum auto insurance requirements;**
- Interested in someone who can start immediately and is preferably looking for someone who can remain in the position for a total grant period of at least two years.
- **Physical Requirements:** While performing the duties of this job, the employee will be required to sit, talk, hear, and type - at times for extended periods of time. The employee will also occasionally be required to stand, walk, and drive. The employee will occasionally be required to lift and/or move up to 25 pounds.

### **BENEFITS**

Excellent benefit package, including health, dental, vision, vacation, sick days, holidays and 401k plan (if eligible).

### **TO APPLY**

Please submit the following:

1. Current resume;
2. Letter of interest;
3. Application questions (see below), and;
4. Three (3) references

These should be sent electronically to [hr@proyectopastoral.org](mailto:hr@proyectopastoral.org) with the subject line: Early Learning Organizer. Applications will be accepted until the position is filled. We encourage interested applicants to submit as soon as possible since we are aiming for the first round of interviews to begin soon.

Application Questions:

- 1) Why are you interested in working with the Promesa BH team, and in the Early Learning Organizer role?
- 2) Please describe your organizing experience and any experience (if applicable) in supporting different phases of a campaign.
- 3) How do you define a 'leader' and how do you develop leadership in others?
- 4) Describe an example of when you handled a difficult or confrontational situation. What did you learn about yourself and others?



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