

COMMUNITY ORGANIZER JOB DESCRIPTION



JOB TITLE: COMMUNITY ORGANIZER
CLASSIFICATION: AT-WILL, FULL-TIME, NON-EXEMPT
HOURS: VARY DEPENDING ON PROGRAM NEEDS
COMPENSATION: \$23 HOUR

SUMMARY

WINTER is a nonprofit organization with a mission to train, educate and prepare women for transformative careers in the construction industry. Under the direction of the Director of Operations, the Community Organizer is responsible for expanding WINTER's technical assistance to signatory contractors and subcontractors to develop and implement gender equity plans that will include gender specific mentor programs, community outreach, recruitment activities and retention plans for qualified women workers.

RESPONSIBILITIES

- Identify opportunities for collaboration.
- Provide education, support and technical assistance to signatory contractors and subcontractors on issues of gender equity.
- Create template(s) of Gender Equity Plans.
- Create template(s) of gender specific retention plans.
- As needed, assist with the planning of activities and special events for participants.
- As needed, represent WINTER at public events.
- Other duties as assigned.

REQUIREMENTS

- Ability to work with persons from diverse backgrounds.
- Excellent written and communication skills.
- Ability to effectively manage different tasks and maintaining productivity.
- Strong organizational skills and attention to detail and accuracy.
- Ability to build partnerships and engage in positive collaboration with a wide range of individuals and organizations.
- Strong community building, outreach and networking skills.
- Approachable, flexible, organized and ready to problem solve at a moment's notice.
- Ability to effectively manage time and work well under pressure of a fast-paced office environment, while maintaining confidentiality and professional conduct.
- Ability to work independently.
- As required, attend professional development conferences, trainings, workshops.

MISSION

To train, educate, and prepare women for transformative careers in the construction industry.

QUALIFICATIONS

- Advanced computer skills
- Four-year degree in Business, Social Work, Journalism/Communication, or Human Resources
- Five (5) years of progressive professional experience in the nonprofit sector
- Valid drivers' license
- Ability to work in the United States

WORKING ENVIRONMENT

The working environment for this job is at a professional office setting, and outdoor community spaces.

EQUAL EMPLOYMENT STATEMENT

WINTER is an Equal Opportunity Employer that is committed to diversity and inclusion. All employment decisions are based on business needs, job requirements, and individual qualifications without regard to age, ancestry, color, disability/handicap, gender, gender identity/expression, national origin, race, religion, sexual orientation, veteran status and any other protections under federal, state, or local laws.

APPLICATION PROCEDURE: Send a cover letter and resume to: Women In Non Traditional Employment Roles/ Attn: Director of Operations Ms. Luz Flores at LFlores@winterwomen.org