

Position: Community Outreach and Services Organizer
Employer: St. Mary's Center
Department: Community Outreach and Services
Reports to: Director of Community Outreach and Services
Status: Exempt, Salary, Full-Time
Hours: Monday thru Friday, 10am – 6pm with some flexible scheduling required
Compensation: Salary range \$45,000 – 50,000. We provide a benefits package, including medical, dental, 401k, 12 holidays plus birthday, training opportunities, paid vacation and sick time.

To apply: Send a cover letter and resume to hr@stmaryscenter.org. First review will take place on or before September 15 with a desired start date in October.

About St. Mary's Center

St. Mary's Center, www.stmaryscenter.org, is a community of hope, healing and justice. We provide nutrition, advocacy, counseling, shelter, and social support to seniors and preschoolers in the heart of Oakland. St. Mary's Center operates 41 units of transitional housing, a senior center, and preschool and is developing permanent supportive housing as part of a comprehensive, collaborative community development strategy along the San Pablo Avenue corridor. We are proud of an excellent multidisciplinary team delivering high-quality services to people with urgent needs. Charity Navigator awarded us a 4- star rating for fiscal management and integrity for six consecutive years.

Position Summary

St. Mary's Center seeks a **Community Outreach and Services Organizer** to support community organizing among Seniors in West Oakland, Alameda County, California. The Organizer plays a lead role in supporting Seniors who have experienced homelessness and poverty to share their stories in powerful ways that support social change. The Organizer participates in strategic advocacy to improve the quality of life, income supports, housing opportunity, social services and other necessities available in our community. The Organizer appreciates the connection between delivering quality services and supporting people to raise their voices, and participates in a range of activities at St. Mary's Center and in the community.

KNOWLEDGE AND SKILLS

Commitment to Social Justice and Understanding of Needs of Homelessness in Oakland – Strong commitment to SMC's mission and social justice; knowledge in the areas of homelessness, poverty reduction, organizing, advocacy and racial/social equity

Computers and Technology - Knowledge of electronic equipment, computer hardware, and software, including setting-up computers and tablets, downloading and installing applications, troubleshooting, and ability to educate other people in using different aspects of technology.

Client and Personal Service - Knowledge of principles and processes for providing client and personal services and ability to speak effectively before groups of employees or clients of organization. Comfortable and interpersonally effective in interactions with unhoused Seniors, including people experiencing homelessness and trauma, as well as volunteers, front line staff, elected officials, policy experts

Event Planning - Experience in event planning and/or coordination including Identifying audience, producing invites, coordinating mailing/outreach, arranging and setting up location, putting together program

Marketing and Media - Knowledge of media production, communication, and dissemination techniques and methods. This includes alternative ways to inform and entertain via written, oral, and visual media; Knowledge of principles and methods for showing, promoting, and selling products or services

Organization and Recordkeeping – Maintaining files and records in a systematic way, keeping track of all work documents and managing successful performance of project; entering data into tracking systems, knowledge of administrative procedures and systems such as word processing, designing forms, and other office procedures and terminology

Multitasking and Efficiency - Ability to work under pressure in a positive, friendly and supportive environment. Ability to work independently and creatively; able to organize and manage multiple projects simultaneously.

Communication - Talking to others to convey information effectively; communicating effectively in writing as appropriate for the needs of the audience; use of modern electronic and social media for persuasion and advocacy; ability to write reports and correspondence.

Law - Demonstrate knowledge on mandated reporting laws and legal aspects of care; ability to read and interpret documents such as legislation or regulations.

PRIMARY AREAS OF RESPONSIBILITY

Supporting Senior Advocates for Hope and Justice (40%)

- Under the direction of the Director of Community Outreach and Services, the Organizer works with Seniors participating in St. Mary's Center activities to identify leadership talent and develop trusting relationships that move individuals along a continuum of progressive engagement and participation
- Provide individual, group and online leadership development training to support Seniors in crafting a powerful narrative of their personal story as it connects to a broader world view and policy change
- Partner with community-based organizations, medical researchers, public health and other experts to bring information and analysis to Senior Advocates to develop policy understanding and advocacy
- Maintain a regular calendar of leadership and testimonial opportunities
- Support Seniors in identifying policymaking bodies that need to hear from St. Mary's Center Senior Advocates for Hope and Justice, and travelling to or participating in those opportunities

- Identify appropriate social media and other promotional opportunities to share this information and engage constituencies
- Provide regular reports including narrative, attendance lists, photographs or video

Representation at Policy Making Bodies (30%)

- Under direction of the Director of Community Outreach and Services, represent St. Mary's Center and our stakeholders at policy collaboratives and councils including East Bay Housing Organizations, Housing CA, #CA4SSI Coalition for SSI, Oakland Rising, New Poor People's Movement, Alameda County Community Food Bank and others.
- Anticipate participation opportunities and engage St. Mary's Center Senior Advocates, Executive Director, Community Outreach and Services Director, Volunteers or Board members as appropriate
- Provide reports, including narratives, participation statistics, photographs and video

Direct Outreach and Education (30%)

- Conduct non-partisan voter registration and education activities on issues that impact our Senior Advocates including local, state or federal measures (not candidates)
- Support town hall meetings, community forums, letter writing campaigns, phone/text banking activities to share Senior's experience and impact policy
- Prepare volunteers, staff and Seniors to conduct direct outreach to housed and unhoused Seniors for civic engagement and non-partisan advocacy
- Draft talking points, scripts or flyers for review and distribution
- Collect and record appropriate data on participation, engagement
- Draft short educational articles for newsletters, websites and other publications
- Support agency participation in Continuum of Care Point-in-Time Count, Leadership Academies, and other collaborative projects with diverse agencies

QUALIFICATIONS

- BA degree or two years' work experience preferred. AA and three years related experience and/or training; or equivalent combination of education and direct experience working in or with community and/or homelessness organizations.
- Prioritizes diversity, equity and inclusion and demonstrates multi-cultural competency
- Working knowledge of issues related to poverty, Seniors, housing/homelessness
- Computer competency, including Microsoft Office 365 including Outlook, Word, Excel, OneDrive; and social media.
- Experience in human services, homelessness, nutrition; familiarity with issues and care relevant to aging, mental health
- TB test required, flu shot recommended
- CA Driver's License
- Bilingual (Spanish, Cantonese, Mandarin, Tagalog) a plus

GENERAL STAFF ROLES:

Along with all employees, the **Director of Community Outreach and Services** is expected to:

- Foster an environment that promotes trust and cooperation among leadership and staff
- Follow policies and procedures to ensure that the principles of St. Mary's Center are implemented
- Maintain confidentiality in accordance with federal, state, and local regulations and in accordance with professional codes of conduct
- Understand the mission, values, and principles of St. Mary's Center and apply them in work responsibilities

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be able to clearly communicate with others to understand them and to be understood.
- Must be able to read and compose documents so that their intent is easily understood.
- Must be able to effectively use a telephone to contact clients, or other members of staff.
- Must be able to occasionally lift and/or move up to 30 pounds
- Must be able to operate office equipment: computer, printer, copy, scanner and fax machines
- Must be able to attend in-person or web-based meetings, sitting, listening, and taking notes.
- Must be able to remain in a stationary position at least 70% of the time

St. Mary's Center is an Equal Employment Opportunity Employer

St. Mary's Center is an equal opportunity employer and is committed to an active Equal Employment Opportunity Program (EEO). It is the stated policy of St. Mary's Center that all employees and applicants shall receive equal consideration and treatment in employment without regard to race, color, religion, ancestry, national origin, age (over 40), sex, marital status, medical condition (cancer related) or physical handicap (includes all other medical condition).