JOB DESCRIPTION
COMMUNITY ORGANIZER

PASO – West Suburban Action Project seeks a passionate and energetic community organizer to provide expertise in organizing, leadership development, membership development, and campaigns with a focus in empowering local community members to create systematic change. The Organizer will work closely with PASO’s senior organizers supporting base building and strengthening PASO.

The candidate must have a demonstrated commitment and track record for championing social justice, immigrant rights, and/or gender, racial and economic equity. The candidate must have strong organizing skills, effective leadership qualities, and successful experience with grassroots leadership development and building organizations. Some experience in community, and/or labor organizing is preferred. The Organizer is responsible for working with the Senior Organizer and Organizing Director, experienced and new leaders, and volunteers. The Organizer supports the organizing team in the development of organizing campaigns. They will also lead development of leadership development curriculum in accordance to PASO’s mission, vision and strategic planning and the implementation of organizing trainings for leaders, volunteers and allies. The Organizer will work with PASO’s legal team to engage PASO’s clients in organizing and empowerment.

Qualifications:
- Fluency in English and Spanish with excellent written and verbal skills
- Some community organizing experience in campus, labor or community organizations.
- Ability to work independently
- Problem solving
- Teamwork
- Adaptability
- Professionalism; approaches others in a tactful manner, reacts well under pressure, treats others with respect and consideration, accepts responsibility for own actions, and follows through on commitments
- Skills using technology for planning, management and communications, including Microsoft Office, web platforms, and social media
- Bachelor’s degree in a relevant field or equivalent organizing experience preferred

Essential Duties and Responsibilities:
- Demonstrated understanding and commitment to social justice, community organizing, grassroots empowerment, as well as gender, sexual identity, racial and economic equity
- Ability to develop grassroots leadership and develop base-building campaigns
- Ability to connect issues affecting diverse communities through a racial equity framework, commitment to Black and Brown Alliance building
- Ability to support multi-issue campaigns (including immigration, education, police accountability, health, women, housing, etc.)
- Supports leadership development trainings for PASO’s leaders
- Ability to plan and implement base-building campaigns
- Willingness and ability to travel (state-wide and nationally as necessary)
- Willingness and ability to work flexible hours
- Represent PASO at networking and community outreach events
- Effective communication skills both oral and written
- Perform other job-related duties as assigned.
- Driving required

Physical Demands:
- Ability to perform precise or skilled physical activities (e.g. Typing or operating a computer).
- Ability to generate audible communication (e.g. conversing on a telephone or participating in a meeting) in a manner that should be readily recognized and understood by the audience.
- Ability to successfully engage in non-technical work activities (e.g. read, file documents)
- Ability to successfully identify and understand audible communications.
- Regular, full-time attendance and the ability to work flexible hours.

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. Frequently required to stand, sit, and walk.
Compensation and Benefits
Salary is competitive and commensurate with experience. Paid vacation, sick leave, and personal days, in addition to other paid holidays. Medical and dental coverage offered. Professional development opportunities, and supportive working environment.

How to Apply
Please submit resume, cover letter and three references to mony@pasoaction.org. Please note that due to the number of applications we expect, we will only respond to those candidates whom we will invite to interview for the position.

APPLICATION DEADLINE: Open until filled.

PASO is an equal opportunity employer and makes all hiring and employment decisions, and operates all programs, services, and functions without regard to race, creed, color, age, gender, gender identity, marital or parental status, religion, ancestry, national origin, physical or mental disability, protected veterans status, sexual orientation, immigrant status, political affiliation or belief, use of FMLA, VESSA, military, and family military rights, unfavorable military discharge, membership in an organization whose primary purpose is the protection of civil rights or improvement of living conditions and human relations, height, or weight. Women, people of color, and immigrants are especially encouraged to apply.