Job Opportunity: Community Organizer at College & Community Fellowship

Job Title: Community Organizer

Employment Classification: Non-Exempt, Full-Time

Work Hours: 9:00 am-5:00 pm, Monday-Friday, with some evening and weekend events and community work required based on time at events and in the community

Location: Office located in Morningside Heights, Manhattan. Currently, staff are working remotely from home with an office return date not yet identified due to COVID.

Reports to: Director of Policy & Advocacy

Supervises: No direct reports

About College & Community Fellowship
College & Community Fellowship (CCF) enables women with criminal justice involvement to earn their college degrees so that they, their families, and their communities can thrive. We advocate for equity and opportunity for the communities we serve. CCF was one of the first organizations working at the intersection of higher education, criminal justice, and women’s issues. Our programs include Policy & Advocacy, College & Career (Peer Mentoring, Academic Support, and Career Advancement), and THRIVE Technical Assistance. To learn more visit www.collegeandcommunity.org

Job Summary: The Community Organizer’s primary focus will be on CCF’s newest initiative to empower justice-impacted communities through voter engagement, registration, and activation as well as to promote their participation in and impact on civic institutions. The Community Organizer will also work on our campaigns to restore Federal and State funding to support higher education for incarcerated persons.

The Community Organizer, alongside CCF’s existing Community Organizer, will collaborate with other justice-focused organizations as well as community based organizations located in neighborhoods with high rates of arrest and incarceration to create opportunities for justice-involved persons to register to vote, understand importance of census responses, engage in community groups and institutions in their neighborhoods, and participate in policy and advocacy campaigns.

CCF’s policy and advocacy work is grounded in the belief that the experiences and perspectives of justice-impacted individuals and communities must be centered and their voices heard, but too infrequently they are excluded from the tools and systems that allow this—including the ballot box. The Community Organizer will be a key participant in implementing peer-led activities to provide accurate information on voting rights to justice-involved persons, facilitate voter registration, build confidence around non-partisan exploration of ballot issues and candidates, and support voter activation at election time.

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This effort will require collaboration with city-wide organizations that support justice-involved persons and community-based organizations in neighborhoods with high rates of incarceration and other effects of systems racism.

The position will also support efforts within the Policy & Advocacy Department around recruitment, mobilization, base-building, and leadership development with justice impacted persons on Pell and TAP financial aid restoration for incarcerated persons and on other justice reform campaigns conducted in collaboration with community partners.

**Duties and Responsibilities:**
- Develop and maintain relationships with a diverse group of organizations in the boroughs with high rates of incarceration where we are seeking to empower justice-impacted communities
- Conduct advocacy at all levels of Government with a focus on the City Council to seek investment in community board districts that have disproportionately high rates of incarceration.
- Screen candidates and facilitate trainings for directly impacted people with a curriculum intended to leave people with a sense of self efficacy as it pertains to voting.
- Help scale the pilot voting project into a large civic engagement model rooted in all the means of change beyond the ability to vote.
- Recruit, organize and mobilize CCF students and community members to participate in the advocacy training program, events, and actions that support CCF’s policy advocacy platform.
- Help to prepare and disseminate policy advocacy documents including fact sheets, action alerts and outreach materials.
- Support work on restoration of Pell and Turn on the Tap from conducting outreach to mobilizing a base of supporters.
- Assist with other administrative or clerical tasks as needed.

**Core Competencies/Qualifications:**
- 2 years of community organizing, outreach, and mobilization experience.
- Demonstrated ability to work alone and as part of a team.
- Strong organizational skills and ability to manage multiple priorities.
- Must possess strong interpersonal and communication skills.
- Ability to build effective collaborative relationships, both internal and external.
- Familiarity with programs associated with justice-involved persons is highly desirable.
- Ability and willingness to work occasional evening and weekend events is required.

**Salary:** Commensurate with qualifications and experience. Excellent benefit package.

**To Apply:** Email your resume, cover letter, and one-page writing sample to jobs@collegeandcommunity.org. Please use “Community Organizer-YOUR LAST NAME, YOUR FIRST NAME” as the subject line. No phone calls please. Persons with criminal justice histories are encouraged to apply. CCF is an Equal Opportunity Employer.

Applications will be reviewed on a rolling basis. Position open until filled.