Job Opportunity: Community Organizer

College & Community Fellowship

Job Title: Senior Community Organizer

Employment Classification: Full-Time, Exempt

Work Hours: Flexible 9-5, Monday-Friday with occasional evenings and weekends

Location: Hybrid model of in-office and remote working currently in place with significant field-based work anticipated. CCF’s current office is located at 475 Riverside Drive, Suite 1626, New York, NY 10115.

Travel: Ability to travel regularly through all five boroughs of NYC via public transportation and occasionally via pre-approved hired car service required; out-of-town travel to Albany, Washington, DC, and other locations required on occasion.

Reports to: Director of Policy & Advocacy

Supervises: No supervisory reports

About College & Community Fellowship

For over 20 years College & Community Fellowship (CCF) has worked at the intersection of racial equity, criminal legal reform, economic justice, and community building. 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’s Policy & Advocacy Department seeks to implement justice transformation at the local, state, and federal levels through policy reform, grassroots advocacy, and programming. We have multiple campaigns and advocacy-based programs. For example, we were on the frontlines of the battle to restore Pell grants to incarcerated people after the 1994 Violent Crime bill ban and saw victory in December 2020. We continue that fight in NYS. We have begun fighting for full voting restoration and civic engagement and the Senior Community Organizer will pioneer that community-based work. Our advocacy work is grounded in the belief that persons with direct experience with the criminal legal system must lead the way.

Job Summary/Duties & Responsibilities

The Senior Community Organizer will build, mobilize, and empower a representatively diverse base of directly and indirectly impacted persons and their allies to change educational and criminal legal systems; help organize advocacy events; engage in legislative advocacy directly and through mobilization of CCF’s base; represent CCF in community coalitions aligned with our mission and advocacy goals; and assist with CCF’s advocacy training programs.

Duties include, but are not limited to:
- As a thought partner within Policy & Advocacy Department, develop and update CCF’s Policy & Advocacy agenda and corresponding strategy.
Engage in outreach in communities disproportionately impacted by incarceration and conduct base-building efforts to grow CCF’s base of supporters and to raise visibility.

Recruit, organize, and mobilize CCF students and other systems impacted community members and maintain regular contact with them to keep them engaged and supported.

Plan and implement advocacy events, rallies, and press conferences.

Participate in public education and lobbying efforts with legislators, through direct public testimony, coordination of community members’ testimony, and other meetings with elected officials.

Work with select coalitions in support of shared advocacy goals.

Identify the needs and aspirations of individuals and communities impacted by the criminal legal system that will help CCF set its agenda for responsive policy reform, advocacy priorities, networking, and programs and healing spaces that bring together and strengthen the leadership of systems impacted persons.

Work with Advocacy Programs Manager on CCF’s advocacy training programs and assist with logistics and facilitation as needed.

Effectively manage administrative responsibilities related to duties, including but not limited to timely and accurate data collection and entry.

Other duties as may be assigned.

Core Competencies/Qualifications:

- Passion for criminal legal system reform and racial, economic, and social justice.
- Minimum of 2 years of experience in community organizing or grassroots advocacy campaigns, preferably around criminal legal system reform, higher education access for underrepresented communities, racial justice, or gender equity.
- Strong interpersonal and communication skills, with a demonstrated ability to build effective collaborative relationships with internal and external parties.
- Must be able to multitask, problem-solve, prioritize, and project manage well.
- Effective basic computer skills required.
- Familiarity with trauma-informed and gender-responsive practices beneficial.
- Completion of at least 30 college credits required; associates degree preferred. Others with demonstrated passion for higher education will be considered.
- All CCF employees must be fully vaccinated against COVID-19 with a Centers for Disease Control (CDC) authorized vaccine (or approved for an exemption as a reasonable accommodation due to a qualified disability or sincerely held religious belief or other legal basis). Please note that applicants for this job should not provide medical or genetic information in their applications, though proof of complete COVID-19 vaccination or approved exemption must be demonstrated prior to the first day of employment with CCF.

CCF is an equal opportunity employer. All qualified applicants will be afforded equal employment opportunities without discrimination because of arrest or conviction history, race, religion/creed, color, national origin, sex, age, disability, sexual orientation, gender identity or expression, military or veteran status, predisposing genetic characteristics, victim of domestic violence status, or other legally protected class.

CCF encourages individuals with personal and familial experience with the criminal legal system to apply.
To Apply: Email your resume, cover letter and salary requirement to jobs@collegeandcommunity.org Please use “Community Organizer - YOUR LAST NAME, YOUR FIRST NAME” as the subject line.