



## Community Engagement Organizer Job Description

### Company Information

**Organization Name:** *Gathering Ground, Inc.*

**About Our Organization:** **Gathering Ground** fosters community cohesion and collaborative action by bringing together highly-diverse groups of people with varied backgrounds, lived experiences, expertise and influence to amplify community dialogue around critical issues, build and strengthen networks, encourage cross-sector and multi-cultural partnerships and cultivate equitable community-rooted solutions.

**Website:** <https://gatheringground.us>

**FLSA Status:** Salaried Exempt

**Employment Status:** Full-time

**Primary location:** NJ based, remote office (no central office); hybrid work both in office and in the field

### Job Summary

The Community Engagement Organizer plays a pivotal role in connecting with diverse communities, building partnerships, and driving initiatives that align with our mission. This position involves developing and implementing community outreach strategies, coordinating events, and fostering meaningful relationships. The ideal team member has experience in social justice work and community organizing, is collaborative, maintains a positive attitude, can work independently and remotely, and is able to easily adapt to changing social justice and equity landscapes. Supports Diversity, Equity, Inclusion and Access efforts within the organization and promotes anti-racist and anti-oppressive practices in the workplace and in external events, programs and organizing. This position reports directly to the Executive Director.

### Education, Skills, and Experience

- Minimum 2-4 years experience in a Community Engagement/Organizer role
- Must have a stable and reliable internet connection
- Must be familiar with or able to quickly learn the following platforms and programs: Google Drive, Microsoft Office, Zoom
- Experience with Salesforce and Constant Contact is highly preferred. Experience with a similar CRM platform, demonstrating the ability to quickly learn is also a plus
- Must be a skilled communicator, able to work in a multi-sector setting and maintain strong relationships with organizations and individuals, both onsite and in the community
- Must have familiarity with contemporary socio-economic justice movements issues and movement building
- Experience and commitment to creating, promoting, and maintaining a respectful, inclusive, and anti-racist work environment required

---

Gathering Ground fosters community cohesion and collaborative action by bringing together highly-diverse groups of people with varied backgrounds, lived experiences, expertise and influence to amplify community dialogue around critical issues, build and strengthen networks, encourage cross-sector and multi-cultural partnerships and cultivate equitable community-rooted solutions.

- Must be able to keep information organized and confidential
- Must have access to a vehicle & valid drivers license
- Must be able to lift a minimum of 30 lbs
- Must be able to work independently and as part of a group
- Must have a commitment to Gathering Ground's mission and vision
- Strong creativity, collaborative leadership skills, and the ability to self-start preferred

### **Primary Duties**

The role is designed to perform the following essential functions:

- **Community Outreach:**
  - Develop and execute community outreach strategies to engage diverse populations.
  - Build relationships with community leaders, organizations, and stakeholders to identify and address the needs of historically under-resourced communities and promote GG's mission.
  - Identify opportunities for collaboration and partnership building in other mission-aligned organizations and individuals.
  - Collaborate with staff to identify communities/areas of focus through data-driven processes.
  - Maintain ongoing communication with community partners, local leaders and groups to explain Gathering Ground programs and initiatives.
  - Attend and participate communities events and nonprofit programs throughout NJ
- **Event Coordination:**
  - Plan, coordinate, and execute events that align with Gathering Ground's mission.
  - Ensure events are inclusive, accessible, and effectively promote community engagement.
  - Collaborate with internal teams and external partners to enhance event success.
- **Community Building:**
  - Facilitate dialogue and collaboration among community members.
  - Implement programs to strengthen community ties and promote unity.
  - Seek feedback from the community to inform organizational strategies.
- **Communication:**
  - Act as a liaison between Gathering Ground and the community.
  - Communicate organizational goals, initiatives, and updates effectively.
  - Utilize various communication channels to reach and engage diverse audiences.
- **Advocacy and Empowerment:**
  - Promote social justice and empower community members to be advocates for justice and equity.
  - Provide resources and support for community members to drive positive change that results in greater social justice.
  - Maintain an active presence and deliver GG program updates and news as needed at community meetings and events.
  - Collaborate with partners to amplify community voices and projects/initiatives.
- **Programming and Operations:**

---

Gathering Ground fosters community cohesion and collaborative action by bringing together highly-diverse groups of people with varied backgrounds, lived experiences, expertise and influence to amplify community dialogue around critical issues, build and strengthen networks, encourage cross-sector and multi-cultural partnerships and cultivate equitable community-rooted solutions.

- Provide planning, administrative, and logistical support to ED and Director of Programming.
- Participate in in-person and virtual programs.
- Produce regular updates and reports around work product and progress.
- Assist with data analysis as needed for staff, grants, funders, or other reports.
- Synthesize information from staff meetings, brainstorming, and presentations into memos for staff or stakeholders.
- Collaborate with the ED and Director of Programming in identifying program obstacles and develop best practices to address them.
- Assist in the coordination and execution of programs.
- Assist with events as needed.
- Other relevant tasks as necessary.

**Other Duties**

- Participate in weekly team meetings and attend additional meetings as needed
- Contribute to other duties and special projects, programs, and reports as assigned

**Hours, Pay & Benefits**

This is a full-time position, 35 hours/week with a flexible schedule as needed to fulfill the role. This role is compensated at an annual salary of \$55,000. The salary is to be paid on a bimonthly basis. All applicable federal, state, and local taxes will be deducted from each paycheck, and calculated based upon the information provided by you in your completed W-4 form.

As an employee of Gathering Ground, you are eligible to receive any employee benefits the company may offer. At this time, the company offers a reimbursement of 70% of the cost of your monthly health insurance up to a maximum of \$300 per month. Benefits also include paid sick hours, Paid Time Off (PTO), organizational holidays, a flexible work schedule, and room to grow.

You are eligible to receive the following annual paid time off:

- 11 federal holidays occurring throughout the year
- 15 PTO days (you will be eligible for 5 PTO after completion of 6 months of service)
- 40 hours of annual sick leave

**How to Apply:**

Please submit your resume, a cover letter outlining your relevant experience, and any additional materials highlighting successful community engagement initiatives to [hr@gatheringground.us](mailto:hr@gatheringground.us). The application deadline is March 1, 2024.

**Note**

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions

Gathering Ground fosters community cohesion and collaborative action by bringing together highly-diverse groups of people with varied backgrounds, lived experiences, expertise and influence to amplify community dialogue around critical issues, build and strengthen networks, encourage cross-sector and multi-cultural partnerships and cultivate equitable community-rooted solutions.

and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.

*Gathering Ground is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable. We collaborate with a diverse community of people from a variety of backgrounds, identities, cultures and lived experiences and strive to build a team that is representative of our diverse tri-state region. We employ qualified people without regard to race; color; religion; sex; national origin; age; disability; sexual orientation; gender identity or expression; credit history; arrest record; or any other characteristic protected under federal or state law. We encourage applications from individuals from traditionally underrepresented and marginalized groups. Our experience reinforces that the diversity of people, thought, skills, and lived experience is an essential asset for achieving our mission.*

---

Gathering Ground fosters community cohesion and collaborative action by bringing together highly-diverse groups of people with varied backgrounds, lived experiences, expertise and influence to amplify community dialogue around critical issues, build and strengthen networks, encourage cross-sector and multi-cultural partnerships and cultivate equitable community-rooted solutions.