

Job Description: Community Organizer

Homes for Families is seeking a Community Organizer to support the Director of Leadership and Community Building and the Director of Operations and Member Engagement in amplifying the voice, perspectives, and data of families overcoming homelessness and shelter providers in policy advocacy to address homelessness in Massachusetts.

All employees of Homes for Families are expected to:

- Uphold and honor agency values
- Approach the work with an anti-racist and equity lens and strive for continued growth and cultural competency
- Represent Homes for Families and speak publicly on behalf of the agency
- Maintain awareness of new initiatives, issues, and policies impacting homelessness and low income families
- Field phone calls and provide appropriate information and referrals
- Recruit, orient and supervise volunteers and interns
- Strive to meet mutually agreed upon goals
- Collaborate and coordinate with other staff members
- Other activities, as requested by the Executive Director

The following are responsibilities of the Community Organizer

1. Lead in the planning and facilitation of monthly Community Meetings, including sharing of the information from the meeting through blog posts, social media, and other outlets
2. Attend and document content of focus groups, meetings, and other convenings
3. Assist in finding linkages and opportunities to better connect HFF family and provider leadership and engagement work across the agency.
4. Assist in identifying new partners and coalitions and staying connected with current partners and coalitions to promote intersectional connections in the work and communicate out innovative and promising practices, advocacy opportunities, and key updates.
5. Organize post card drives, letter campaigns, and call in days
6. Assist in the planning of events and actions
7. Assist in the recruitment of families and providers to attend meetings, events, legislative meetings, and focus groups
8. Develop surveys, interview questions and support staff members in soliciting information, ideas and perspectives from families facing homelessness and housing instability, shelter providers, and other stakeholders
9. Synthesize and analyze data
10. Use data, quotes and other materials to develop fact sheets, info graphics, social media posts, information documents and assist in the creation of longer briefs and reports
11. Maintain distribution lists and assist in managing agency communication systems

To apply, send a cover letter and resume to lhayes@homesforfamilies.org