

## **OREGON RURAL ACTION**

Community Organizer

Job Description

Oregon Rural Action is a 501(c)(3) nonprofit membership-based community organization working to promote social justice, agricultural and economic sustainability, and stewardship of the region's land, air and water in Eastern Oregon. We're bringing people together through community organizing to build strong communities. We provide information and tools for local people to use in addressing the issues affecting our communities. Oregon Rural Action is a member of the [Western Organization of Resource Councils](#), a network of seven western states organizing in rural communities.

We envision the responsible and sustainable use of our natural resources and agricultural lands, a region of social livability and equality, thriving and diverse local economies, and opportunity for present and future generations.

### **Staff Role Within the Organization**

Because the development of the leadership current and potential ORA members is critical to our success, much of our staff work focuses on improving each member's ability to participate in the organization and to effect change in her or his community. The organization is democratically controlled by its members through the Board of Directors. We operate and make decision based on our mission, vision and our values: Democracy, Participation, Leadership Development, Diversity & Cooperation, Justice and Stewardship.

The staff receives direction from the Staff Director, who assigns the tasks necessary to carry out the Board's directions. Staff members do not vote at Board meetings, lobby Oregon Rural Action members, or speak to the media or testify publicly unless specifically authorized or delegated this task.

### **Job Summary**

Oregon Rural Action Community Organizers work with members and a small staff in rural eastern Oregon to build a strong, grassroots, democratic, multi-issue organization. [Community Organizing](#) is a varied, diverse, creative and high-energy job. ORA organizers are not leaders or spokespeople but rather build leadership and train and engage spokespeople. Organizers build organizations that maximize the power and participation of their members. Their role is to see that the people and structures are in place to create coherence and integrity within an organization. Organizers are responsible for expanding the membership base, maintaining a focus on action and preserving democratic, participatory structures and processes. Some night and weekend meetings and overnight travel are required. Oregon Rural Action organizers aren't tied to a desk but rather their focus is to spend time in the community talking to folks, meeting of people, developing relationships and building leadership and power to help make change happen at the grassroots level.

We are looking for both part-time and full-time community organizers in **Baker, Union and Malheur Counties**. Salary and hourly wage is competitive and health insurance is provided. Three weeks vacation; sabbatical program after five years of employment available for full-time staff. Priority will be given to those willing to make a two-year commitment.

### **Necessary Qualifications**

We seek someone who is committed to [our values and decision-making process](#), likes to work with people from many different backgrounds, who is disciplined and detail oriented, who can juggle many

different things, who thinks strategically and holistically, who has a passion for community organizing, and who is comfortable being in the background. Organizers must be comfortable and willing to ask people to for membership and money and to engage people to be active in chapters and campaigns. Experience as a community organizer is advantageous.

The Community Organizers must be highly organized, detail oriented, and able to handle various tasks efficiently in a busy organization. S/he must maintain a positive and helpful attitude when facilitating the work of other staff and in interactions with members. He or she must have excellent “people skills” both in person and on the phone. Community Organizers must be able to facilitate small and large groups and help folks come to consensus. Community Organizers work in remote places and must be willing to travel and have access to their own vehicle. Mileage is reimbursed by ORA. S/he must be familiar with the various computer software systems used by office staff, which includes (but is not limited to) Microsoft Office Systems and database systems. Office manager must be familiar with or able to quickly learn CiviCRM database system, GoogleApps and our time-tracking system. As our office computers are Macs, the Community Organizer must have experience or be willing to quickly learn to use the Mac operating system. S/he must have professional writing skills and be willing to direct more creative writing needs to others on the staff. S/he must be willing and able to take direction and then work independently.

Spanish language skills are highly desired by not expected.

### **Responsibilities Include:**

- Maximizing the power and participation of members;
- Empowering individuals to speak for themselves;
- Formulating sound organizing strategies;
- Identifying, recruiting and developing leaders;
- Conducting one-on-ones on a regular basis;
- Working with people to define problems and issues, and helping them think through the strategies and tactics necessary to act with confidence and make change;
- Recruiting members;
- Enabling members and leaders to hold good meetings;
- Building evaluations into all aspects of the work;
- Ensuring that members receive a consistently high standard of appropriate and effective training;
- Developing an annual self-development plan;
- Fundraising

Application Deadline: January 8, 2012

Face-to-Face Interviews: Week of January 9, 2012

Start Date: Prior to February 1 if possible

Please send a cover letter (tell us why you want the job), resume, writing sample and three references to: Search Committee; Oregon Rural Action; P.O. Box 1231; La Grande, OR 97850; or email the same to [nella@oregonrural.org](mailto:nella@oregonrural.org).

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