



COMMUNITY ORGANIZER

DEPARTMENT: CE

REPORTS TO: Program Manager

CLASSIFICATION: Non-Exempt

OF HOURS: Full-Time, 40 hours

PAY RATE: D.O.E.

POSITION PROFILE:

The Community Organizer is responsible for the development and ongoing support and facilitation of Regional Tobacco Prevention activities in San Diego to Reduce Tobacco Related Disparities in the LGBTQ population under the supervision of the ATOD Program Manager. The Community Organizer will help the LGBTQ community work for social change around tobacco use in a systematic, deliberate and collaborative way. This position is funded by the California Department of Health Services Tobacco Control Program under a subcontract from the National Council on Alcoholism and Drug Dependence – Orange County.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:

- Organize, develop and sustain community-based collaboration to achieve community objectives related to tobacco control
- Establish and promote community participation in leadership, ownership and decision-making with regard to community priorities and project activities related to tobacco control
- Participate in the Tobacco Control Coalition and the Tobacco Free Communities Coalition; Assist tobacco control advocates in the development of goals, objectives and policies
- Identify community members with strong leadership qualities and assist them in advocating for institutional and social change while building up their community connections
- Facilitate training for community members, including youth, around specific skills including tobacco control, addressing public officials, and interaction with public institutions, communicating and community group planning processes, and policy development
- Build a working knowledge of the region's communities and build relationships with key community members, multi-unit housing managers and owners, adult residential care sites, residents, businesses, and elected officials
- Support cessation services in the county including but not limited to the California Smokers Helpline; Provide support for the San Diego Smoke-Free Project
- Other tasks as assigned by the ATOD Program Manager

QUALIFICATIONS (Education, Experience and Certifications):

- Bachelor's degree in Public Administration, Psychology, Public Health, Education, Social Work, Business or related field
- Minimum 2 years of relevant leadership experience in providing prevention services in a community setting
- Experience with alcohol, tobacco and drug issues, environmental prevention and community development



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- Experience in working with City Government
- Experience in working with the LGBTQ community
- Experience with and respect for diverse cultures, demonstrated effectiveness in working within a collaborative environment, and experience in public speaking and presentation
- Have access to reliable transportation and willing to use it for job related tasks, including transporting community members and youth

KNOWLEDGE, SKILLS AND ABILITIES:

- Proven ability to work with diverse community and neighborhood organizations and constituencies
- Demonstrated effectiveness in working with youth

WORKING CONDITIONS:

ENVIRONMENT: Office and occasional off-site functions. Typically an office environment with adequate lighting and ventilation and a normal range of temperature and noise level.

PHYSICAL REQUIREMENTS: While performing the duties of this job, the employee is regularly required to sit, use hands and arms to perform repetitive motions. Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus. Moderate dexterity application of basic skills (calculator, keyboard, hand eye coordination, etc.).

MENTAL: Must be able to relate well to all people of the community regardless of color, national origin, religion, sex, pregnancy, age, marital status, veteran status, sexual orientation, disability or socio-economic level. Must be emotionally mature, stable, tactful and be able to provide professional leadership.

The Job Description is intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.