



# COMMUNITY ORGANIZER

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**DEPARTMENT:** Community Engagement  
**REPORTS TO:** Senior Program Manager  
**CLASSIFICATION:** Non-Exempt

**# OF HOURS:** Full-Time, 40 hrs  
**PAYRATE:** D.O.E.

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## **POSITION PROFILE:**

The Community Organizer is responsible for the development and facilitation of a tobacco prevention and education program for youth and communities in the North Central Region.

## **ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:**

- Organize, develop and sustain youth tobacco prevention and education program utilizing the Stanford Tobacco Toolkit.
- Conduct outreach to schools, agencies, and collaborative partners that service youth to provide tobacco prevention education to youth; Develop, plan and organize youth tobacco prevention activities.
- Provide leadership development assistance and support to individuals involved in the North Central youth groups and the North City Prevention Coalition.
- Develop and sustain community-based collaboration to increase communication and involvement of cultural brokers regarding tobacco laws and tobacco prevention efforts.
- Meet monthly with community cultural brokers to develop, promote, and conduct four annual community conversations that address tobacco prevention, education of emerging trends, and local tobacco permit violations.
- Provide data for outcome monitoring systems, and statistical records for funder reports.
- Develop Social Media content and posting of tobacco prevention related activities, events, and news.
- Other tasks as assigned by the ATOD Program Manager.

## **QUALIFICATIONS (Education, Experience and Certifications):**

- Bachelor's Degree preferred or working towards one.
- Bilingual in English and Spanish is preferred.
- Experience in community and economic development working with collaborative efforts and/or similar initiatives relevant to ATOD environmental prevention.
- Experience in working with teens on ATOD prevention activities, gang prevention, and/or leadership development.
- Must have access to reliable transportation and be willing to use it for job-related tasks.

## **KNOWLEDGE, SKILLS AND ABILITIES:**

- Proven ability to work with diverse community and neighborhood organizations and constituencies.
- Demonstrated effectiveness in working with youth.
- Understanding public health impacts for tobacco and tobacco-related products



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**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.*