HANDS
15 South Essex Ave.
Orange, NJ 07050
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www.handsinc.org

Job Posting:

Community Organizer/Developer

Full time or two part time positions

HANDS (Housing and Neighborhood Development Services) Inc. is seeking an experienced, committed, self-starter to continue a successful tradition of connecting and engaging neighbors with neighborhood revitalization plans and programs.

HANDS' mission is to make and keep our neighborhoods places where people can and do choose to raise their families and run their businesses. The ways we advance our mission are driven by our core values of equity, creativity and sustainability. HANDS seeks employees who share our values and commitment to asset based community development in urban New Jersey.

Position Summary:

The position is point-person for HANDS' work to increase resident capacity and participation in civic affairs, support resident efforts to improve the quality of community life, and advance the mission and values of HANDS. Responsibilities include:

- Identify and develop resident leaders
- Support and develop neighborhood associations
- Build and maintain relationships with individual and organizational stakeholders and partners
- Connect residents, projects, partners, and resources and see projects to completion
- Document networks, projects, and activities to build HANDS' capacity, tell HANDS' story, and provide accurate reporting to funders.

Organizer will be:

- Optimistic and high energy
- A self-starter who works well alone and with teams
- Detail-oriented achiever
- A problem resolver
- Creative, in thought and action
- Personable and able to earn the respect of people from all backgrounds and levels of authority
- A strong communicator, both written and verbal
- Experienced trainer and facilitator
- Quick to ask for help, when appropriate
- Able to maintain a sense of humor in challenging situations
- Bilingual, English/Spanish preferred
- Computer proficient, including new media -- social networking, blog posts, etc.
- Experienced in funder relations
- Able to use their own vehicle with appropriate insurance coverage and valid NJ driver's license

Education/Experience:

- Three years of experience in community organizing and engagement
- Experience in volunteer management, leadership training and/or community relations
- Degree in a related field

NeighborWorks®
CHARTERED MEMBER

Related Program Areas:

- Public Safety
- Creative Placemaking
- Resident Leadership Training
- Organizational Development
- Youth Development
- Partner Management
- Asset Mapping
- Public Space Improvement
- Complete Streets
- Communications/Social Media
- Public Art
- Community Health/Environment

Other Information:

- The Community Organizer will be available during business hours, but will have a flexible schedule to attend required evening and weekend meetings and events.
- Ability to travel to local and out of town events and training as needed. Up to 2 weeks per year of overnight travel.
- The position requires spending more than 50% of time in the field for meetings and events including time outdoors in varied weather, some standing and being active, and extended periods of sitting.
- *HANDS is looking for the right skills and personality. We will consider a combination of part time positions to meet our needs.*
- *Equity is a core value at HANDS. There is strength in diversity and we work to increase the diversity of our staff. We are an Equal Opportunity/Affirmative Action Employer.*

Salary: Commensurate with experience

Full Time Benefits:Health Insurance, Pension, and Paid Time Off.

About HANDS:
At HANDS, we amplify neighborhood voices and implement the ideas that will elevate the quality of community life. HANDS patiently invests expertise and funds in places where the private sector sees insufficient return and in projects that the public sector has not yet prioritized.

HANDS strategy is threefold: (1) Engage citizens to articulate, advocate, and create programs and goals that build on community assets and address local challenges, (2) Partner with stakeholders, community organizations and government to implement programs that elevate civic engagement and advance community goals, (3) implement a neighborhood development program that includes the acquisition and redevelopment of pivotal, eyesore properties. HANDS redevelops deteriorated one to three family homes and sells them to low and moderate income buyers prepared for homeownership. HANDS also repurposes vacant, underutilized, industrial and commercial properties for long term economic development and have created a growing arts district. The success of our strategy is demonstrated by increased civic engagement, neighbor satisfaction, and private investment. HANDS has completed about 190 properties. HANDS is tax exempt under IRS 501(c)(3) and is a chartered affiliate of NeighborWorks® America.

To Apply: E-mail resume and current salary and requirements to: Christine Jackson at Christine@HANDSinc.org