

**Director of Organizing
Job Description
April 2021**



Organizational Overview

GreenRoots, Inc., is a grassroots community-based organization with a 25-year track record of achieving significant environmental justice accomplishments and public health victories in Chelsea, Massachusetts and the Greater Boston region. The mission of GreenRoots is to achieve environmental justice and greater quality of life through collective action, unity, education and youth leadership across neighborhoods and communities. We do so through deep community engagement and empowerment, youth leadership and implementation of innovative projects and campaigns.

Job Overview

The Director of Organizing will work with seven (7) experienced Community Organizers to build comprehensive and integrated community organizing campaigns. The Director of Organizing will establish systems and strategies to support each organizer and to further develop GreenRoots coordinated organizing efforts. The Director of Organizing will create leadership development opportunities for the organizers, help develop strategies and trouble shoot concerns. She/he/they will develop appropriate political responses as needed. As a member of the staff, the Director will be part of an integrated organizing team that works across the different programmatic areas of work to achieve environmental justice she/he/they will supervise the various campaigns' and will provide the Organizers with staff support.

Duties and Responsibilities:

- Develop and coordinate workplans for each programmatic staff organizer
- Identify professional and personal growth goals and trainings, fellowships, staff coaching, etc. for staff organizers
- Provide regular supervision, support and guidance to the staff organizers to succeed in their work, avoid burn out and better engage our target population
- Provide organizing direction for the Organizers
- Support the different organizing campaigns
- Responsible for campaign / issue assessment, research, policy development, advocacy, planning, monitoring and evaluation
- Train and support staff, members and volunteers to develop leadership skills
- Create systems and opportunities to support the organizers
- Expand GreenRoots Membership
- Integrate and coordinate program activity across all the grassroots coalitions
- Develop strategies to successfully engage Chelsea residents to become future community Leaders
- Represent GreenRoots in community and other meetings
- Maintain accurate records; produce timely written and verbal reports
- Provide general guidance, training and assistance, as needed, for the various organizing campaigns, events, actions and other general activities
- Other support as requested by the Leadership Team (Executive Director, Associate Executive Director, Director of Development and Director of Operations)

Qualifications:

- Bilingual (Spanish and English) **required**
- Excellent Spanish and English communication skills **required**
- Minimum of 5 years of experience in community organizing
- Minimum of 3 years of supervisory experience
- Experience using computers required
- Experience in social work preferred
- Knowledge of or experience in working for a membership organization preferred
- Strong understanding and commitment to the values of the Jemez Principles
- Strong communication skills
- Strong organizational and interpersonal skills
- Ability to work in a team, as well as to take initiative and work independently
- Ability to work and relate with a diverse range of people and organizations
- Ability to motivate and inspire
- Ability to represent GreenRoots in a professional manner to a wide range of partners, institutions and community-based organizations
- Ability to work some evenings and weekends
- Excellent organizational skills and ability to prioritize multiple tasks and duties.
- Ability to organize and delegate work, problem solve and be persistent.
- Demonstrated ability to work in a team setting as well as independently
- Genuine enthusiasm to support the organizers; and for motivating and involving our members in the different community organizing activities.
- Experience in policy development and campaign implementation.
- Sense of humor, responsible, mature and demonstrates strong initiative.

Job Type:	Compensation:	Benefits:	Work Remotely:	Schedule:
Full-time (35 hrs. per week)	\$55,000 to \$65,000 a year	<ul style="list-style-type: none"> • 401(k); 5% Match • Dental insurance • Disability insurance • Health insurance • Wellness Bonus • Paid time off (up to 32 days) • Federal & State Holidays 	Temporarily Available Current Hybrid Model <ul style="list-style-type: none"> • 2 days in-person • 2 days' remote 	Monday to Thursday with some evening and weekend commitments

To Apply:

Bilingual Chelsea and East Boston residents, people of color, indigenous people, immigrants, LGBTQ, gender non-conforming and women are strongly encouraged to apply.

Please send cover letter, writing or graphic design sample and resume to:

Roseann Bongiovanni
RoseannB@GreenRootsChelsea.org

Accepting applications until position is filled.