



Democracy HUB Community Organizer Job Description (Intermediate/Advanced)

Brockton Interfaith Community (BIC), founded in 1990, is a multi-faith, multi-ethnic non-profit organization from the greater Brockton area. BIC's mission is to work collaboratively with our partners, on issues chosen together to promote racial and economic justice through prophetic, faith-rooted community organizing. BIC advocates at the state level as MCAN and at the national level as Faith in Action. By building power locally through intentional relationships, BIC leaders and staff aspire to create systems and structures for the purpose of establishing a more equitable and just world.

Job Title	Democracy HUB Organizer
Reports To	Executive Director/ Lead Organizer
Salary	\$55,000 to \$65,000 based on experience

Job purpose

Brockton Interfaith Community is looking to hire an Intermediate/ Advanced Democracy HUB Organizer who is ready to build the revolution. Democracy HUBS are regional tables that use year-round civic engagement to increase voter participation among BIPOC, immigrant, working-class, and/or young people. Working with new and existing organizing teams, the Democracy HUB Organizer will develop ordinary community members to become extraordinary agents of change in their community, identifying grassroots members with an appetite for leadership from within our congregations and the community. We are looking for someone who is not satisfied with the status quo, who is ready to develop Brockton leaders to vision and build the world as it should be and will strive continuously to learn more, to be in deeper relationships to move us toward racial and economic justice.

This position, as written, is funded for one year and has the potential to transition to a permanent community organizer with Brockton Interfaith Community. If

such transition is to occur job duties would shift to reflect a Brockton Interfaith Intermediate or Advance Community Organizer.

It is BIC's expectation that the Democracy HUB Organizer exemplify the ability to carry out the duties and responsibilities listed below.

Duties and responsibilities

Democracy Hub Coordination

- Coordinate turf coverage of organizations in the region by negotiating duplications and identifying gaps
- Recruit supporting and emerging organizations to join the HUB
- Convene and facilitate the regional Democracy HUB at least once per quarter
- Coordinate regional training efforts, regional/citywide canvasses, and other regional civic engagement activities
- Track all voter contact in VAN, administer your VAN committee, and request technical assistance using the MVT data request form

Community Leadership Development

- Run a high-capacity field program (5,000+ contacts) in specific geographic areas or with specific demographic groups, filling gaps in turf coverage when possible. These field campaigns should integrate leadership development, grassroots organizing on issues, and voter contact.
- Build relationships with new and existing leaders through intentional 1:1s (8- 10 per week) and develop leaders to lead committees, prepare materials, and research
- Organize for and prepare agendas, materials and relevant research for organizing committee meetings, actions and 1:1s
- Organize minimum 2 events (ie. Candidates forum, GOTV event) total a year with their committees
- Support organizing and the preparation for organization-wide priority actions, fundraisers and events

Structural Development

- Attend School of Prophetic Action
- Lead organization wide trainings and creating new training materials in collaboration with the Lead Organizer and/or Executive Director
- Attend and actively participate in weekly Staff-Meetings and quarterly Staff Day, strategic planning meetings, facilitating meeting where needed
- Attend weekly staff development meetings

- Attend and actively participate in our state, Massachusetts Community Action Network (MCAN), and national, Faith in Action (FIA), organizations including attending staff meetings, trainings or events when appropriate

Fundraising, Data and Administrative

- Invite leaders and community members to become donors and/or monthly sustainers
- Build relationships with and set meetings with funders
- Provide written content for quarterly newsletter as needed; coordinating with and collecting written material from organizing committees
- Prepare and print materials for training sessions, printing handouts, technology and room set-up, prep flipchart, etc.
- Maintain voter outreach, event and leader data lists up to date on the VAN database working with Democracy Hub partners, MA Voter Table and other BIC staff

Other

- Meet weekly with the Executive Director/Lead Organizer for one-on-one coaching, development, supervision, and project support
- Prepare a weekly staff report and quarterly work plan
- Respond daily to emails, phone calls or text messages
- Develop a working knowledge of the issues, challenges, history and political environment of the city of Brockton and surrounding towns
- Reflect on the power analysis of the political, economic and religious leaders and structures of the city of Brockton and surrounding towns
- Attend city, community and coalition meetings when relevant to the work
- Support Lead Organizer and Executive Director in recruiting institutional members to join BIC

Qualifications

- High level of consciousness and/or a willingness to learn and engage in conversations around race, class, gender, and faith/spirituality
- At least 3 to 5 years of civic engagement/voter engagement organizing experience, with an openness to being coached and developed further
- Self-motivation, detail-oriented, able to take initiative and ownership of projects, and able to provide creative and strategic feedback in the planning process
- Relational working style - ability to listen well, collaborate, coach effectively and be open to coaching for further development

- Frequent evening (minimum 2 nights per week) and occasional weekend work required, especially during peak organizing periods such as Action preparations and the Annual Fundraiser
- Must have reliable transportation to travel to 1:1s, events, trainings, and other events as necessary
- Grant writing and fundraising experience and skills
- Computer skills (Microsoft Office, Google Drive, etc.)
- Other qualifications that would be helpful, but not required include language skills (Portuguese, Cape Verdean Creole, Spanish, and/or Haitian Creole)
- Must be able to thrive within a work environment that changes regularly according to community needs. Schedule and responsibilities will shift according to priorities and community availability

APPLICATION PROCEDURE

To apply please email the following materials to bic@brocktoninterfaith.org

- An electronic file of your resume (preferably in PDF format).
- A cover letter stating why you want this position and your qualifications.

Applications will be accepted until this position is filled. BIC has a strong commitment to diversity, equity and inclusion – people of color, women and members of other under-represented groups are strongly encouraged to apply.

BIC provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, BIC complies with applicable state and local laws governing nondiscrimination in employment in every location in which the organization has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training. BIC is an equal opportunity employer and does not discriminate against otherwise qualified applicants on the basis of race, color, creed, religion, ancestry, age, sex, marital status, national origin, disability or handicap, or veteran status.