

Job Description – Neighborhood Community Organizer

Full-Time: 40 hours per week

Salary- \$45,000

Organization

Building Blocks of Kalamazoo empowers residents, one block at a time, to enhance the quality of neighborhood life. We promote vibrant neighborhoods where resident-led groups work together to address block-level issues, complete projects and collaborate with community stakeholders. Building Blocks engages and supports resident groups, to collectively and meaningfully shape projects and take ownership of the well-being of their community. Building Blocks focuses its efforts in the central city neighborhoods of Kalamazoo.

Position

Reporting to the Executive Director, the Neighborhood Community Organizer will oversee the successful coordination of Building Block programming in the Eastside, Edison and Vine Neighborhoods of Kalamazoo.

Responsibilities:

Catalyst Program:

Overview: Oversee the successful implementation of the 12-week Catalyst Program on new blocks in the Eastside, Edison and Vine Neighborhoods each year.

- Assist interested residents in the Catalyst Program application process
- Provide technical support to residents leading the organizing efforts on selected blocks
- Plan and facilitate Neighborhood Leader Academy sessions for resident leaders
- Assist resident groups in creating budgets, and ordering project materials
- Assist resident groups in completing enhancement projects on community work days
- Ensure financial oversight and bookkeeping responsibilities on project purchases
- Ensure paperwork and Final reports are successfully submitted

On-Going Block Action Groups:

Overview: Support the ongoing organizing efforts of Block Action Groups in the Eastside, Edison and Vine Neighborhoods.

- Assist resident groups in requesting funds to support block-level enhancement projects
- Support the creation of plans to successfully complete resident-led initiatives & projects
- Ensure financial oversight and bookkeeping responsibilities on purchases for materials
- Ensure paperwork and Final reports are successfully submitted
- Provide on-going technical assistance to groups troubleshooting block level issues

Community Partners:

Overview: Maintain community partnerships to gain knowledge of opportunities/resources available to resident groups, and for the enhancement of Building Blocks staff development and overall Building Blocks impact.

- Maintain ongoing (monthly) engagement and connection with Neighborhood Associations by attending meetings as the Building Blocks representative and reporting back important updates & information to staff and resident groups

- Connect and coordinate partnerships with local organizations to enhance resource access to Building Blocks residents
- Consistently attend local working groups/taskforces/learning sessions to bring opportunities, resources, and information back to staff for professional development and overall Building Blocks impact

Building Blocks Team Member:

Overview: You will be joining a team where all members are valued. Team members regularly collaborate, communicate, and contribute to the collective goals and environment of the Building Blocks.

- Attend weekly team meetings.
- Work with the Building Blocks team to co-lead neighborhood-wide and city-wide initiatives
- Assist in planning and facilitating Building Blocks events
- Maintain and complete all relevant documentation on a regular basis and ensure it is available and accessible on the google drive

Qualifications:

- Passionate, idealistic, full of integrity, positive, entrepreneurial, creative, and self-directed
- Skills in collaborating with and motivating resident leaders and other volunteers
- Personal and professional commitment to the mission of Building Blocks
- Unwavering commitment to equity
- Strong values in high quality and data-driven programming
- Strong skills in project planning and attention to detail
- Strong written and verbal communication skills
- Ability to work effectively in collaboration with all people
- Enjoy working closely within a small organization

Preferred

- A resident of the Eastside, Edison or Vine Neighborhood
- Prior experience in block-level community organizing
- Knowledge of local resources and organizations within Kalamazoo
- Former participant in Building Blocks
- Working knowledge of Google Drive and Excel
- Able to participate in manual labor including lifting and/or moving up to 50 pounds

Building Blocks promotes a positive work environment with a trust-based culture of flexibility. This position offers a flexible work schedule based on community need, resident groups/resident leaders availability; including some weekends and evenings required. Employees receive transportation and cell phone compensation. Building Blocks employees are not eligible for health insurance benefits at this time.

Please send a cover letter and resume to info@bbkazoo.org. Resumes submitted before 2/15/23 will receive priority.

Building Blocks is an equal opportunity employer.