



**THE  
COLORADO  
TRUST**

*A Health Equity Foundation*

## **POSITION DESCRIPTION**

**POSITION TITLE:** Community Organizer – Southeast Colorado Region

**DEPARTMENT:** Community Partnerships & Grants

**REPORTS TO:** Community Partner

Full-time, exempt

### **Position overview**

The community organizer reports to and works closely with the community partner to engage a grassroots base of community leaders—namely, those directly impacted by health inequities—to collaborate with The Colorado Trust’s [Community Partnerships](#) efforts in the Southeast Colorado region (exact location TBD). The community organizer will identify and mobilize local community members to identify meaningful opportunities to build power and leverage funding from The Colorado Trust to achieve health equity. Frequent travel and evening and weekend work required.

### **Responsibilities**

#### 1. Resident engagement

- Build and maintain trustworthy relationships with people living in the community
- Engage with community members who are directly impacted by health inequities; listen deeply to understand the issues that impact their lives.

#### 2. Leadership development

- Identify community leaders among people who are directly impacted by health inequities and interested in joining with others to make lasting systemic change
- Support community members to build their skills, abilities and confidence to affect change in their community
- Coordinate the participation of community leaders in meetings, training sessions and actions; conduct training as needed
- Build and bridge relationships to expand the base of support for community leaders’ priorities in order to advance health equity in the community.

#### 3. Issue and action support

- Support communities to identify the problems and issues impacting their community
- Work collaboratively with community members and others to research the issues facing communities so that root causes and potential solutions can be identified
- Support communities to take collective action to affect the environments, institutions and systems that impact them
- Support resident leaders to network with allied organizations in and beyond their community
- Collaborate with The Colorado Trust’s community partner to identify opportunities to leverage Colorado Trust funds and resources to advance community member goals.

#### 4. Organizational development

- Support resident leaders to create the structures needed to operate effectively in the short and long term (e.g., clear roles, decision-making processes, evaluation processes, fiscal management)
- Plan, facilitate and coordinate logistics of meetings with community leaders, including room setup, material prep, food, child care, etc.
- Build and strengthen relationships with community leaders, Trust staff and external organizations to facilitate grantmaking in support of community goals.

#### 5. Internal administration

- Participate in budget development and management with the guidance of The Colorado Trust's community partner
- Actively participate in the process of documenting and sharing work activities and learning for the purposes of improving the Community Partnerships strategy
- Meet regularly with The Colorado Trust's community partner for coaching, feedback, planning, self-care, professional development planning, etc.
- Participate in statewide and regional team meetings and trainings as appropriate
- Adhere to The Colorado Trust's policies and procedures while organizing region activities
- Other duties as assigned.

#### **Qualifications**

- Passion for and commitment to The Colorado Trust's health equity vision, and its mission of advancing the health and well-being of the people of Colorado
- Minimum of high school diploma or equivalent
- Three years of experience (preferred but not required) in social-justice community organizing, or similar experience
- High level of awareness of race, class and gender issues, as well as associated systems of oppression; and a willingness to engage in critical conversations on these topics
- Understanding of the community history and dynamics, including racial, economic and other injustices facing community members
- Ability to collaborate, coach effectively and be open to coaching for further development
- Strong facilitation and leadership skills; ability to support others to act collectively and powerfully on their own behalf
- Excellent interpersonal communication and conflict management skills, with sensitivity to cultural communication differences
- Ability to build and maintain respectful relationships with people of diverse backgrounds, including across race, ethnicity, gender, sexual orientation, class and ability
- Strong critical thinking and analysis skills
- Action-oriented, self-starter who can work well independently and in collaborative teams
- Ability to maintain appropriate personal and professional boundaries and handle confidential issues with discretion
- Strong oral and written communication skills, in English (required) and Spanish (preferred but not required)
- Comfort creating and adhering to organized systems within flexible and dynamic community environments
- Willingness and ability to adapt to changing environments and practice creative problem-solving
- Ability to effectively manage time and meet deadlines
- Ongoing commitment to improving skills and knowledge acquisition

- Proficiency in Microsoft Office 365 and other software tools (e.g., Basecamp, Monday, Google Docs, Doodle, Zoom)
- Comfort working remotely and collaborating with teams regionally or statewide
- Frequent travel, both regionally and statewide, with evening and weekend work required (approximately 50% of the time or more)
- Ability to lift boxes weighing up to 30 pounds
- Valid driver's license and reliable vehicular transportation.

**Salary range**

\$54,500-\$74,000, depending on experience. The Trust provides employees a comprehensive and competitive benefits package.

**To apply**

Please submit a detailed letter of interest and résumé, combined in a single Microsoft Word (.docx) or Adobe Acrobat (.pdf) file. Electronic submission by email to [humanresources@coloradotrust.org](mailto:humanresources@coloradotrust.org) is preferred. **Please be sure to include the full position title, including the location name(s), in the email subject line.**

Alternatively, submissions may be sent via fax to (303) 839-9034; or, via mail to:

The Colorado Trust  
Attn: Human Resources  
1600 Sherman St.  
Denver, CO 80203

**The deadline to apply for this position is Monday, Sept. 7, 2020.**

The Trust seeks talented, team-oriented individuals, dedicated to our goal of advancing the health and well-being of the people of Colorado. Additionally, as an Equal Opportunity Employer, we welcome a diversity of perspectives and experiences among our staff. For more information, please visit [www.coloradotrust.org](http://www.coloradotrust.org).