



Community Organizer Job Opening- Temporary to Permanent

Background:

No Boundaries Coalition (NBC) is a resident-led advocacy organization building a unified and empowered Central West Baltimore across the boundaries of race, class, and neighborhood. We mobilize residents from seven 21217 neighborhoods to improve public safety, improve police-community relationships, increase access to healthy foods, increase opportunities for young people and increase voter turnout.

Since 2008, NBC has brought residents together from Sandtown, Druid Heights, Upton, Madison Park, Penn North, Reservoir Hill, and Bolton Hill to address the issues that have maintained racial and economic segregation for decades. In 2010, after organizing the third annual “Boundary Block Party”, 25 neighborhood leaders met and decided the effort to bring residents together should expand and become more organized; that meeting founded No Boundaries Coalition. Since then, NBC has successfully advocated for police reform through a robust Consent Decree, opened a community-run produce market, successfully advocated against cuts to after school programs and quadrupled voter turnout in Sandtown. The work of NBC has been featured in The Washington Post, CNN, NPR, New York Daily News, The New York Times, Esquire Magazine, Al-jazeera America, Baltimore Sun, WYPR, Baltimore City Paper and Forbes.

Over the past 40 years, Central West Baltimore as a whole has experienced a lack of intentional development of homegrown leaders. Today, 51% of residents in our community have an annual household income of less than \$25,000, 86.8% of children live in single parent households, about 20% of which have missed 20 or more days in elementary school and nearly 50% by high school according to the [Baltimore City Health Department](#). A snapshot of West Baltimore is Sandtown Winchester which once hinged on a thriving Pennsylvania Avenue. It has felt the effects of being disenfranchised and stripped of economic and political power. Residents who are not able to be engaged in their own households, are less likely to participate meaningfully in their communities.

Summary of Job Duties:

No Boundaries Coalition is seeking a Temporary to Permanent Community Organizer with at least one year of experience working with community members who live in 21217. This person must be skilled in relationship building, and outreach & engagement tactics. They will primarily serve as a liaison between NBC & the community through intentional community immersion. Finally, they will be responsible for regular administrative tasks during the day and work to impact social cohesion, community safety, and civic engagement during most evenings. This position will be up to 30 hours per week and will consist of a flexible schedule that includes weekdays, weeknights and weekends.

Interested candidates should submit a cover letter, professional references and a relevant resume to info@noboundariescoalition.com with the subject line Organizer Job Opening.

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P. O. Box 12825, Baltimore, MD 21217 | 410-800-2452 | www.noboundariescoalition.com



Primary Duties & Responsibilities

Administrative

- Maintain regular correspondence with staff and member through email
- Respond to all emails within 24 hours
- Assist with responding to social media requests and questions
- Engage in regular phone banking including reminder phone calls ahead of events and general calls to engage new and existing members.
- Submit financial requests in a timely manner and maintain excellent financial records as it relates to both individual expenses and timesheets.
- Maintain clear and concise notes and provide weekly report backs to the staff as well as monthly reports to the membership regarding community events.
- Maintain an organized calendar that may be shared with other staff members.

Membership Management & Outreach

- Distribute promotional materials for current campaigns and upcoming events.
- Recruit & motivate community members to attend events meetings.
- Recruit & motivate volunteers to assist with NBC programs and activities.
- Attend community meetings and strengthen relationships with new and existing community partners.
- Identify and assist in building lasting and reciprocal relationships with potential community partners
- Maintain a basic working knowledge of each of the NBC programs and opportunities in order to successfully share information with the community.
- Make presentations and facilitate community conversations.
- Engage in regular canvassing, door knocking and event tabling.
- Engage in social media management as necessary.
- Provide written and/or oral testimony at school board meetings, city council meetings as well as at state level hearings for issues relevant to our residents.
- Represent No Boundaries Coalition in committees or workgroups.
- Coordinate with partner organizations, city agencies and elected officials on upcoming community engagement efforts and priorities

Data Collection & Tracking

- Regularly engage in data entry and database management using our client relationship management (CRM) tool or new spreadsheets as needed.
- Keep a sign up sheet (or tool) with you at all times in order to collect new community member information.

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- Maintain good attendance records at all NBC meetings and events.
- Assist with volunteer management

Events

- Coordinate with and sometimes supervise volunteers during outreach events.
- Staff and support activities, meetings, and tabling events, including but not limited to, inviting key partners, community members, and organizing overall event logistics.
- Attendance and participation at the monthly membership meeting, every second Tuesday of the month from 6 pm to 8 pm is **required**.
- Perform other duties as assigned.

Minimum Qualifications

- Excellent time-management and organizational skills.
- Detail-oriented, organized, and flexible.
- Outstanding verbal and written communication skills.
- Limited proficiency in Facebook, Twitter, and Instagram marketing and engagement.
- Must be proficient in the Microsoft Suite (including Excel), G Suite (docs, sheets, forms & slides) and database management.
- Ability to adapt to a fast paced work environment.
- Experience working on marketing or social justice campaigns.
- Able to work independently and self-motivated, as well as able to work as part of a team.
- Familiar with Baltimore City agencies and organizations.
- Administrative experience.
- Must have a valid driver's license and reliable transportation.
- Ability to lift a minimum of 20-30 lbs

Desired Skills

- Personable, not easily discouraged.
- Ability to work with limited supervision.
- Familiar with No Boundaries' mission and programs including *"Fresh at the Avenue"* and our *"Get Out The Vote"* campaign.
- Working knowledge of Central West Baltimore, specifically our seven neighborhoods in 21217.
- Regular access to a personal vehicle.

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Terms and Compensation

This is a part-time, hourly position, the pay rate will be \$25.56 an hour with the opportunity to work a maximum of 30 hours a week. Also, this position is an exempt, at-will position and benefits will not be available. The incumbent may be removed, without any finding of cause, by the hiring authority.

As an equal opportunity employer, No Boundaries Coalition is committed to recruiting, retaining and promoting employees who are reflective of Baltimore's diversity.

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