

## **Job Description – Building Blocks Community Organizer**

**Full-Time: 40 hours per week**

**Salary- \$50,000**

### **Organization**

Building Blocks of Kalamazoo empowers resident groups, one block at a time, to enhance the quality of neighborhood life. We envision vibrant neighborhoods where resident-led groups have the tools and voice to address block-level issues. Building Blocks fosters deep collaboration to enable vibrant communities to flourish with the power of resident-led advocacy. Building Blocks focuses its efforts in the central city neighborhoods of Kalamazoo.

### **Position**

Reporting to the Executive Director, the Community Organizer will oversee the successful coordination of Building Block programming in 2 -3 core neighborhoods of Kalamazoo.

### **Responsibilities:**

#### ***Catalyst Program:***

Overview: Oversee the successful implementation of the 12-week Catalyst Program on new 2-3 blocks in Kalamazoo neighborhoods each Spring.

- Provide technical support to residents leading the organizing efforts on selected blocks
- Plan and facilitate Neighborhood Leader Academy sessions for resident leaders
- Assist residents in successfully completing participation paperwork and projects
- Ensure financial oversight and bookkeeping responsibilities on block level budgets

#### ***Block Action Groups:***

Overview: Support the ongoing organizing efforts of Block Action Group participants.

- Assist resident groups in coordinating community events such as community clean ups
- Support residents in successfully completing resident-led initiatives & projects
- Ensure financial oversight and bookkeeping responsibilities on block-level budget.
- Provide on-going technical assistance to groups troubleshooting block level issues

#### **Connect neighborhood residents with Building Blocks opportunities**

- Marketing Building Blocks applications at neighborhood events
- Assist interested residents in completing applications

#### ***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 monthly engagement and connection to 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.

### ***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 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
- 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
- Valid Driver's license
- No major violations or frequency of minor violations in the past 5 years on Motor Vehicle Record

### **Preferred**

- Current resident of a central city Kalamazoo neighborhood
- Bilingual in Spanish and English
- 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 stipends and work phones. Building Blocks employees are eligible for IRAs including annual organizational matches to individual plans. Building Blocks is not able to offer health insurance, at this time, however each Building Blocks employee receives a \$4,000 wellness stipend to support health and wellness.

Please send a cover letter and resume to [info@bbkazoo.org](mailto:info@bbkazoo.org). Resumes submitted before January 2, 2025 will receive priority.

Building Blocks is an equal opportunity employer.