



**THE
COLORADO
TRUST**

A Health Equity Foundation

POSITION DESCRIPTION

POSITION TITLE: Community Organizer – Fort Collins
DEPARTMENT: Community Partnerships & Grants
REPORTS TO: Community Partner, Region 1 (Northeast Colorado)
 Part-time hourly, non-exempt

The Colorado Trust

The Colorado Trust (The Trust) is a health equity foundation dedicated to ending inequalities that affect racial, ethnic, low-income and other vulnerable populations. When the nonprofit PSL Healthcare Corporation was sold to a for-profit organization in 1985, the proceeds of the sale were used to create The Trust. Since then, The Trust has worked closely with communities and nonprofit organizations throughout the state to improve the health and well-being of Coloradans.

The Trust strives to maintain a diverse workforce that reflects the communities we serve.

Position description

The Trust seeks to hire a dynamic community organizer to engage a grassroots base of community leaders to collaborate with The Trust's Community Partnerships efforts in Fort Collins. The community organizer will mobilize local community members to identify both barriers and meaningful opportunities to build power to achieve health equity ([click here to learn more](#) about The Trust's Community Partnerships effort). This position will be part of a team of organizers working collaboratively in the greater Fort Collins area.

We are seeking an ambitious, organized, high-performing individual who loves to work with people, talk to community members, and has strong communication and leadership skills. The ideal candidate will either live in or have knowledge of the Fort Collins community in which they will be working; have experience in community organizing and engagement; and be able to effectively provide grassroots connections and support to emerging community leaders who are most directly impacted by barriers to health equity. These barriers may include (but are not limited to) immigration status, transportation, employment, affordability, education, access to primary or mental/behavioral health care providers, language, culturally responsive care and housing.

The successful candidate will be a part-time employee of The Trust. The community partner in northeast Colorado will supervise the work of the community organizer.

Qualifications and personal characteristics

- Community organizing skills and experience, with the interest and ability to form trusting relationships across difference
- Passion for health and race equity
- Ability to set aside personal perspectives to allow residents to truly lead the process
- Ability to work well on a team, foster healthy team dynamics and manage conflict
- Ability to plan, set up and help coordinate meetings
- Strong verbal communication and facilitation skills, with the ability to work with people

- across varying backgrounds and experience levels
- A positive attitude, with the ability to bounce back after setbacks
- Ability to effectively express needs to supervisor
- Ability to work independently, plan effectively, manage time, prioritize workload and account for results
- Sensitivity to power dynamics and a belief in anti-oppression values
- Ability to communicate effectively via telephone and email
- Ability to speak, read, write and understand English (bilingual in English and Spanish preferable)
- Thorough knowledge of Microsoft Office.

Scope of work

The community organizer will help bring together groups of diverse community residents (parents, youth, elders, etc.) with the goal of building a healthy community for all Fort Collins residents. This will include:

- Recruiting residents who reflect community demographics, on an ongoing basis
- Developing meeting agendas
- Facilitating team meetings
- Organizing meeting logistics to include food, meeting space, tables, chairs and other meeting essentials
- Arranging on-site child care for young children of parents attending meetings
- Assisting with administrative logistics, with the support of the regional administrative assistant
- Providing notes and/or documentation of meetings and conversations through use of prepared forms. This may include:
 - Writing summaries of meetings or events
 - Collecting sign-in sheets
 - Having participants complete consent forms
 - Collecting demographic information from participants
 - Debriefing meetings with Trust staff to describe processes, successes and challenges, and plan next steps with the team.

The community organizer will help build capacity among the Fort Collins resident team around a number of skills, including power building, understanding health equity and the social determinants of health, race equity and anti-oppression—developing a collective analysis of the priority areas that have been identified by the resident team, and supporting the leadership development of individual team members. Responsibilities include:

- Retaining residents with interest and motivation in being involved in the work
- Maintaining awareness of ongoing capacity-building needs of residents, and supporting the contracting of subject-matter experts to provide trainings and workshops to the team
- Meeting one-on-one with residents as needed, to provide coaching and support
- Supporting the community as they emerge through the Community Partnerships process
- Supporting youth development and involvement on the team
- Balancing the need/desire of residents to engage in urgent community issues while tending to the progress of the long-term Community Partnerships process
- Assessing challenges and securing appropriate support to lead to success
- A willingness to learn what priorities already exist in the community, and a willingness to explore potential options to address them
- Building relationships with existing entities, such as nonprofits, businesses and city government
- Conducting basic research to supplement the work of the resident team.

The community organizer will work with the Fort Collins resident team and various Trust staff and teams to move through the milestones of the Community Partnerships strategy. This will include:

- Developing deep familiarity with The Trust's Community Partnerships process and the ability to communicate it effectively to residents and other partners in the community
- Meeting with Trust staff at least twice per month to debrief and review the process, discuss progress and barriers, and problem-solve and brainstorm next steps
- Documenting all contacts, attendee demographics and meeting notes, and sending them to The Trust on an ongoing basis (to be accomplished within five business days of the meeting or contact)
- Attending relevant local, regional or national meetings or professional development trainings as needed or interested (depending on available resources).

Responsibilities of supervisor (Krista Martinez, Colorado Trust community partner)

- Support and guide the community organizer to make this process as successful as possible
- Address learning or capacity-building needs identified by the community organizer for the Fort Collins resident team, which may include internal or external coaching, training, leadership development, facilitation, assistance with interpretation, etc.
- Meet and communicate with the community organizer regularly, as described above
- Co-present with the resident team to other stakeholders in the community as needed
- Attend community meetings when able and appropriate
- Communicate openly with the resident team and remain receptive and open to feedback about the process, what is working and what needs improvement.

Contract term and schedule

Up to 30 hours per week, time-limited from March 2020 until December 2021. Flexible schedule that depends on the needs of the community; some evening and weekend hours required. This position is open until filled.

Salary range

\$20-\$25 per hour, depending on skills and experience. The Trust offers employees comprehensive and competitive benefits packages.

Travel

Work-related travel (pre-approved by The Trust) is reimbursable at the standard IRS mileage rate.

Location

The community organizer will work out of their own home and in community meeting spaces. Office space will not be provided for this position.

Physical demands

Frequent standing, sitting at a desk, operating a computer, and face-to-face interactions with co-workers, organizational partners and community members. Infrequent lifting of objects weighing up to 30 pounds may be required.

To apply

Please submit a résumé and a letter detailing your interest in the position and ability to fulfill the job responsibilities. Electronic submission by email to humanresources@coloradotrusted.org is preferred, using the subject line "Fort Collins Community Organizer Position." 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 is end of day on Friday, Jan. 31, 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.