



Employment Opportunity

“Opportunity Through
Diversity; Unity Through
Cooperation”

Human Resources
Department
275 Main Street, Suite 400
4th Floor
Watsonville, CA 95076

Phone: 831.768.3020
Job-Line: 831.768.3025
Fax: 831.761.0736

www.cityofwatsonville.org

City of Watsonville

COMMUNITY ORGANIZER

Temporary- Part-time
(Up to 900 hours per fiscal year)

\$15.02 - \$20.13 hour

Must be available to work some evenings and weekends for neighborhood meetings and activities.

FILING DEADLINE: Thursday, June 16, 2016 - 5:00 P.M.

(No Postmarks Accepted)

The Parks and Community Service Department is seeking a highly motivated, organized and detail-oriented individual to serve as a Community Organizer for the Neighborhood Services Division. This position will work closely with the Watsonville Police Department's Caminos Pathways to Success program in coordination the Neighborhood Accountability Board (NAB) program. In addition, this position will also work closely with staff in the division to provide focused neighborhood development activities to the downtown targeted neighborhood and the implementation of the neighborhood development plan. You must be able to work some evenings and weekends for neighborhood meetings and activities.

Ability to speak English/Spanish is required; also highly desirable are excellent interpersonal communication skills. This position is part-time, up to 20 hours per week. Flexible hours.

DEFINITION

Under direction, to support the development of neighborhood improvement projects in neighborhoods throughout Watsonville. Programs may include neighborhood leadership training, NAB, litter abatement, and community-building events. Performs related work as required.

DISTINGUISHING CHARACTERISTICS

Employees in this classification work closely with neighborhood residents providing needed services such as setting up events and activities, cleanups, and resource information.

SUPERVISION RECEIVED

Receives general supervision from the manager of Neighborhood Services.

EXAMPLES OF ESSENTIAL DUTIES:

Duties may include, but are not limited to the following:

- Establish and maintain effective working relationships with other City departments, community organizations, and schools
- Establish, organize and facilitate neighborhood groups/meetings to develop a strategy and plan of action to achieve change in their neighborhood.
- Coordinate, publicize, and lead site-based events and activities of interest and benefit to targeted neighborhoods including block parties, neighborhood cleanups and related activities
- Assist neighborhood residents with resource information and referrals
- Prepare event flyers and publicity materials
- Conduct door-to-door outreach in targeted neighborhoods
- Provide presentations to groups, organizations, service providers, churches, etc. about the services of Neighborhood Services
- Under direction, administer and monitor processes for awarding neighborhood improvement grants

EMPLOYMENT STANDARDS:

Knowledge of:

- neighborhood services including available resources

- fundamentals of training
- public relations
- conflict resolution
- proper English usage, grammar, punctuation
- local government operation, standards, policies, requirements and procedures

Ability to:

- speak English and Spanish proficiently
- make presentations to neighborhood and community groups
- operate a variety of standard office machines and equipment
- effectively and tactfully communicate in both oral and written forms
- relate to individuals of all socioeconomic levels across cultural lines
- work as a team member
- hear adequately to converse on the telephone and in person
- intermittently bend and twist to reach equipment on surrounding desk
- intermittently reach above and below shoulder level to reach books on shelves and in filing cabinets
- grasp files, documents and equipment with right and left hands
- climb stairs
- squat and kneel to reach files and related documents
- sit at a desk using near vision for long periods of time
- perform keyboard tasks at a moderate rate of speed
- work indoors in an office environment subject to heat/cold and fragrances such as perfumes
- work outdoors subject to inclement weather
- drive an automobile
- understand and follow complex oral and written instructions in an independent manner

TRAINING AND EXPERIENCE

Any combination of training and experience providing the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and ability is:

- Completion of one year of coursework at an accredited college or university and one year of experience working in a community-based agency.

SPECIAL REQUIREMENTS

- Must be able to work evenings and weekends for neighborhood meetings and activities
- Must speak English and Spanish proficiently
- Must participate in relevant training sessions

LICENSE

- Possession of a valid Class C California driver's license and a safe driving record

APPLICATION AND INTERVIEW PROCESS

Applications must be submitted to the Human Resources Department located at 275 Main Street, Suite 400, Watsonville, CA 95076 by the filing deadline. **No postmarks accepted.** An application may be obtained by calling 831.768.3025 or by going to the City's website at www.cityofwatsonville.org Candidates will receive written notification after applications have been screened for requirement compliance.



The City of Watsonville encourages workplace diversity and is an equal opportunity employer.

The City of Watsonville is committed to compliance with the Americans with Disabilities Act by including people with disabilities in all of its programs and activities.

NOTE: THIS ANNOUNCEMENT DOES NOT CONSTITUTE A CONTRACT, EXPRESSED OR IMPLIED, AND ANY PROVISIONS CONTAINED IN THIS BULLETIN MAY BE MODIFIED OR REVISED WITHOUT NOTICE