



BUILDING BLOCKS FOR KIDS
RICHMOND

Title:	Policy and Advocacy Organizer
Reports to:	Executive Director or Deputy Director
Work Site:	Building Blocks for Kids offices, Richmond, CA
Hours/Status:	Non-Exempt, Part-Time (20 hrs/weekly)
Salary:	\$25/hour, Generous benefits including medical, dental and vision coverage, retirement savings match and an opportunity for professional development as appropriate.
Start Date:	September 1, 2020
How to Apply:	Submit cover letter and resume to info@bbk-richmond.org

BACKGROUND

Since its founding in 2005, Building Blocks for Kids (BBK), a project of the Tides Center, has been a community of social innovators working to support families in Richmond. We began as a collaborative, organizing and coordinating among service providers to ensure their responsiveness to Central Richmond families; we have since evolved a strategy that supports parents/caregivers of color in West Contra Costa County to use their voices and experiences to directly inform the systems with which they interact.

BBK’s mission is to amplify the voices of parents/caregivers of color in West Contra Costa County and partner with them to advance equitable access and opportunities so that all youth have quality education and all families achieve emotional and physical well-being.

BBK staff is composed of a majority of women of color who have deep roots in Richmond and West Contra Costa County through professional and/or personal histories. BBK strives to have our organizational policies and practices meet our values; as such, our staff is loving, compassionate, curious and innovative. BBK believes that the wellbeing of a community is critical to the feeding and nurturing of each community member’s mind, body, and soul. To that end, we invest in our people, as they are our most effective resource.

If you believe you may be a like-minded addition, read on!

POSITION SUMMARY:

The Policy and Advocacy Organizer is responsible for building a base of empowered and informed community leaders that are actively engaged in our community power building projects, advocacy work and strategic partnerships. S/he will advance the work of BBK’s core parent engagement and advocacy

projects and will identify/ inspire West Contra Costa County residents to develop their community leadership, political and policy education skills and increase their civic and community leadership.

This position is a non-exempt position working part-time (20 hrs/wk). Time beyond 20 hours is at the manager's discretion.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Campaign, Movement Building and Community Engagement

- Lead execution of our community mobilization and advocacy efforts for West Contra Costa County and ensure that projects are aligned with resident needs.
- Build relationships with parents, residents, and potential members and new core leaders.
- Coordinate parent and community engagement including one-on-one parent outreach, community canvassing, and phone outreach to reach new members/parents and maintain relationships with existing parents/member in participating in BBK's work.
- Support the development and use of communication materials and strategies effective for both multilingual and diverse parents, residents, and members.

Leadership Development

- Build parents/community members understanding of education and health issues and policies deeply impacting the opportunities for them and their child to achieve academic success and socio-emotional well-being.
- Develop and conduct workshops, meetings, trainings, and strategy sessions that engage parents/community members as critical thinkers, change agents and unified members working toward common goals.
- Coordinate with other BBK teams to foster learning opportunities for parents in other areas of work including health and wellness.

Department and Administration Management

- Manage parent leaders and CEAT assistant staff.
- Manage and coordinate work with residents, partners, other service providers to ensure BBK meets community mobilization and advocacy project goals.
- Maintain systems of tracking outreach and follow-ups in target areas.
- As necessary, broaden participation of individuals and organizations, that can offer direction and expertise, through targeted network outreach and coordinated media/promotions.
- Work with Evaluation and Research team and other staff to ensure all key project data is collected, analyzed and disseminated.
- Work with the team to identify and secure resources to sustain community mobilization and advocacy work.
- Occasional local, state and national travel required
- Ensure that each project team meeting is facilitated and recorded by documenting key issues, outcomes and follow-up.
- Additional duties as required.

EDUCATION AND EXPERIENCE:

- A minimum of 1 year of experience in community, labor or other relevant grassroots organizing.
- Demonstrated success in growing and developing an organized base of members, constituents or community members.
- Bachelor's degree in a social science, social work, health sciences or community health or equivalent job-related work experience preferred.
- At least 2 years of project management and stakeholder relationship experience, with a deep understanding of social innovation and community wellbeing.

KNOWLEDGE, SKILLS AND ABILITIES:

- Experience working with and knowledge of African American and Latinx communities;
- Strong writing and direct communication skills for multiple audiences.
- Unfaltering and exemplary time and project management skills.
- Excellent presentation, workshop, and meeting facilitation skills.
- Ability to work well and collaborate with multiple stakeholders (schools, teachers, parents, students, providers, public officials and city and county representatives).
- Aptitude for data analysis.
- Technology savvy including posting on social media and email marketing applications, and robo-calling/texting technology.
- A current California driver's license, current vehicle insurance certificate;
- Ability to achieve acceptable results on California required criminal background check.
- Ability to often work evening and weekend hours required.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Occasional lifting of 30-50 lbs.
- Requires computer use each day, including typing for several hours per day.
- Requires ability to use a keyboard, monitor and calculator.
- Requires the ability to communicate verbally, both in person and on the telephone.
- Ability to walk flights of stairs.
- Main offices are on second floor with no elevator access.

Disclaimer: BBK is subject to the Tides Criminal Background Check Program. This means that all positions at BBK are conditioned on the return of satisfactory results of a criminal background report. BBK will consider qualified candidates with criminal histories in a manner consistent with the requirements of applicable local, state and Federal Law.

Tides Center is an equal opportunity employer.

Due to the high volume of applications, only those selected for further discussion will be contacted.