

## **Lead Organizer Job Description**

Part-time Temporary – 9 -12 months

Rate: \$25/hr

Hours – up to 30 hrs/week

### **Job Description:**

The Richmond City Council is seeking an individual with deep experience and commitment to engaging community, joining a dynamic team as a Lead Community Organizer. This role will be responsible for building and sustaining deep relationships between residents and City Council, supporting a host of systems for documenting and sharing the conversations that emerge from engagement, and strategizing new processes for centering the voice of the community in City Hall. The successful candidate will play a pivotal role in building trust between City Hall and the public.

### **Key Responsibilities:**

#### **Community engagement and outreach**

- Engage the breadth of the Richmond community via canvassing, community flyering, one-to-one conversations, tabling at events, and giving presentations.
- Recruit, develop, and maintain a robust network of partners, interns, and volunteers.
- Produce emails, flyers, and social media content that connects with the community.
- Lead logistic coordination of supplies, technology, and resources for events and meetings.
- Support existing working groups and commissions as needed.

#### **Administration**

- Manage community, partner, and volunteer database.
- Maintain a monthly calendar of events.
- Organize a system for data and note collection for all meetings and events.
- Actively participate in regular staff meetings.
- Support the development of reports on engagement activities.

### **Planning and Strategy:**

- Partner with City Council and City Council Chief of Staff's office to develop a sustainable and effective community engagement plans.
- Develop and execute strategies for equitable engagement.
- Engage with ongoing revision and development of engagement strategies.

Qualifications:

- High school diploma, some college or associates preferred.
- Understanding of needs of marginalized communities.
- Some level of organizing or public facing outreach volunteer or work experience.
- Ability to speak and engage with people from various backgrounds and ability to make meaningful connections through conversation.
- Must be able to attend public meetings, pop ups, and other events on nights and weekends.

Join us in developing deeper connections between Richmond City Council and the community. [Apply now](#) to be part of our dynamic team!

Email for further information

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