

SANTA CRUZ COUNTY OFFICE OF EDUCATION
COMMUNITY ORGANIZER

DEFINITION

Under general direction, to organize and oversee targeted community areas regarding primary prevention in the areas of alcohol and drug prevention and/or health and social problems; and to assist targeted community areas in establishing community-based structures and in developing and implementing on-going prevention goals, objectives, and activities.

SUPERVISION EXERCISED

Exercise no oversight over County Office staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Create awareness and commitment to prevention among private sector, agencies, law enforcement, elected officials, churches, schools, parents, and youth of targeted partnership area.

Assess needs of targeted community areas; recruit potential leaders; arrange training.

Facilitate development of regional partnership district; facilitate development of action plan; assist in plan implementation.

Coordinate implementation of regional partnership districts' plans and activities with other project team members.

Coordinate service providers, law enforcement, private sector, churches, schools, and elected officials; maintain active involvement in program formulation with parents and youth.

Identify and provide information and referrals for needed resources and services in each targeted area.

Identify neighborhood disputes, grievances, and other related social problems; involve appropriate agency to assist with resolution.

Convene and facilitate various meetings within partnership district; make presentations to groups within district.

Prepare and maintain accurate and complete records; prepare clear and concise reports.

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles and practices of program planning and implementation.

Knowledge of (continued):

Modern principles, practices, and techniques related to primary prevention.

Pertinent federal, state, and local laws, codes, and regulations.

Diverse community agencies and resources.

Techniques of conflict resolution.

Modern office practices, methods, and equipment including computer equipment and applicable software programs.

Principles and practices used in dealing with the public.

Principles and practices of data collection and report preparation.

Safe driving principles and practices.

Skill and Ability to:

Operate modern office equipment including computer equipment and applicable software programs.

Operate a variety of audio-visual equipment.

Operate a motor vehicle safely.

Interact cooperatively and effectively with program network organizations and other groups.

Gain cooperation through discussion and persuasion.

Deal constructively with conflict.

Collect, compile, and analyze information and data.

Interpret and apply pertinent federal, state, and local laws, codes, and regulations.

Analyze situations carefully and adopt effective courses of action.

Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Education:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in social services or a related field.

Experience:

Three years of experience in community service and organization including experience working with community groups in planning and implementing activities addressing alcohol and drug prevention and/or health and social problems.

License or Certificate:

Possess of, or ability to obtain, an appropriate, valid California driver's license and appropriate vehicle operation insurance.

SPECIAL REQUIREMENTS

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 the essential functions. Essential duties require the following physical skills and work environment:

While performing the duties of this job, with or without the use of aids, the employee is regularly required to sit, stand or walk for extended period of time; dexterity of hands and fingers to operate a computer and sustain repetitive motion of wrists and hands for intervals of time, telephone and other standard office equipment; see and read a computer screen and printed matter; hear and understand speech at normal levels on the telephone or in person; speak so that others may understand at normal levels and on the telephone; and grasp, push, pull and move, lift and/or carry up to 10 pounds.

Frequent travel in personal automobile to school sites and throughout the community.

Ability to speak, read, and write both English and Spanish or a target language may be required for some positions.

Approval Date: June, 1994

Approved Revised Date: March, 2005

Approved Revised Date: June, 2020