

# DOLORES HUERTA FOUNDATION (DHF)

[www.doloreshuerta.org](http://www.doloreshuerta.org)

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## CALIFORNIA CITY COMMUNITY ORGANIZER & TRAINER JOB DESCRIPTION

**ORGANIZATION OVERVIEW:** The Dolores Huerta Foundation is a non-profit organization creating networks of healthy, organized communities pursuing social justice through systemic and structural transformation.

**POSITION:** The DHF seeks to hire a dynamic and creative Community Organizer & Trainer to engage African American and Latinx residents and establish a grassroots base of trained volunteers to engage in advocacy efforts to improve the education, health and civic engagement outcomes for residents in California City and Mojave.

### RESPONSIBILITIES

1. Build a volunteer base of parents, students, and community members conducting a “House Meeting” campaign within the Mojave School District boundaries.
2. Recruit and train volunteer activists in planning, facilitation, public speaking, advocacy, media, and outreach.
3. Develop proficiency in the Local Control Funding Formula (LCFF) to train and mobilize parents to advocate for their educational priorities through the Local Control and Accountability Plan (LCAP) school budgeting process.
4. Develop and implement a strategic advocacy plan to engage the community on a variety of issues including education, health, LGBTQ equality, and civic engagement.
5. Coordinate monthly General Meetings (community forums) to inform and activate the base.
6. Establish committees to advocate for education reform while keeping abreast of local, state, and national education justice issues.
7. Collaborate with partner organizations and allies working on educational justice, immigration reform, LGBTQ equality, health care access, etc...
8. Implement the following Civic Engagement activities:
  - (1) Advocate on local, state and national issues to government agencies and public officials.
  - (2) Engage volunteer residents in non-partisan voter registration, education, Get Out The Vote (GOTV), and other outreach/mobilization programs.
  - (3) Lead Power Analysis and Campaign Development to address issues affecting underrepresented communities.

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9. Establish a media and communications plan to publicize projects and solicit community support.
10. Provide weekly and monthly written management reports to document activities, updates, and results via conference calls and timely updates; Update contacts on the DHF database on a weekly basis.
11. Participate in weekly staff calls, monthly staff meetings, and monthly Kern Education Justice Collaborative meetings.
12. Assist with DHF fundraising activities.
13. Other tasks as assigned

### QUALIFICATIONS:

*The ideal candidate will have the following skills and experiences:*

- Experience and passion for community organizing
- Experience in providing trainings
- Experience in working with diverse communities
- A proactive solutions-oriented approach
- Excellent interpersonal skills (one on one and group dynamics), cultural competency, strong listening skills, and humor
- Patience and flexibility
- Strong collaborator and team player
- Written and spoken proficiency in English, Spanish preferred but not necessary
- Proficiency in Word, Excel, Outlook, & on-line navigation
- Self-motivated, resourceful, and creative
- Ability to work evenings and weekends
- Ability to adapt quickly to changing situations
- Excellent time management skills
- Self-confidence and self-assurance
- Car & insurance

### EMPLOYMENT TERMS:

Location: Bakersfield & California City, CA

Salary: \$36,000/year

Excellent medical, dental and vision benefits; Life insurance

### Please send resume, cover letter, and 3 references to:

Camila Chávez, Executive Director

Dolores Huerta Foundation, PO Box 2087, Bakersfield, CA 93303 OR

[humanresources@doloreshuerta.org](mailto:humanresources@doloreshuerta.org), Fax: 661-322-3171