



MISSION

WACO | WORLD

Job Description	
MWMW Position Title (type in CAPS): COMMUNITY ORGANIZER	
Staff Group:	<input type="checkbox"/> Executive Staff <input checked="" type="checkbox"/> Program Coordinator <input type="checkbox"/> Operations/General Staff <input type="checkbox"/> Program Director <input type="checkbox"/> Program Staff <input type="checkbox"/> Administrative Staff <input type="checkbox"/> Retail Manager <input type="checkbox"/> Retail Staff <input type="checkbox"/> _____
Immediate Supervisor: Associate Executive Director of Programs	
Tasks also assigned by: Executive Director & President Emeritus	
Immediate Subordinates: Work Study, Interns, and/or Volunteers	
Status: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-exempt	Position Originally Created: 9/26/19
	Date Last Revised: 02/06/23
Hours Per week: Part-Time: 29 hrs/wk	
<p>General Summary: Create outreach with impact. The need for community organization exists because certain groups have little or no access to goods or services that impact their quality of life. A community organizer is an effective communicator. Someone who can listen and empathize with individuals and groups and has the ability to organize and lead no matter the diverse backgrounds of those involved. One of the unique roles of this position is the responsibility to teach principles that help neighbors recognize areas of their lives which may perpetuate lifestyle patterns that have unintentional impact on their lives, with tangible ways to change such behavior.</p>	
Critical Functions and Responsibilities	
1. Facilitate “Getting Ahead in a Just-Gettin’-By World” classes. It is a 16-session (at minimum) curriculum that helps individuals in poverty build their resources for a more prosperous life for themselves, their families, and their communities. The community organizer will be expected to teach this class a minimum of two-times per year.	
2. Recruit individuals and oversee the application process for classes. These individuals must not come from existing programs (with the exception of 1-2 per class). Each class must start with 12 individuals.	
3. Connect and work with other agencies to recruit qualified individuals for the class.	
4. Connect with neighbors in North Waco and surrounding areas to better understand community dynamics and opportunities for engagement and advocacy.	
Additional Functions and Responsibilities	
1. Attend monthly Staff and Program Director’s meetings and collaborate with Staff as requested by Supervisor.	
2. Other duties as assigned by Supervisor.	

*The functions and responsibilities contained in this Position Description are not all inclusive.
Other duties and requirements may be assigned at any time.*

3. Complete required “Getting Ahead in a Just-Gettin’-by World” training.	
4. Participate in Giant Worldwide leadership/communication development curriculum as offered by MWMW.	
Requirements/Preferences	
Minimum skills and knowledge required: 1. Basic understanding of Christian Community Development principles and philosophy 2. Microsoft Word, Excel, PowerPoint	Skills and knowledge preferred: 1. Advanced understanding of Christian Community Development principles and philosophy 2. Experience with Canva, Adobe, and other graphic design platforms
Minimum previous experience required: 1. 1-2 years of ministry	Previous experience preferred: 1. 3-5 years of ministry/community organizing
Minimum education required: 1. High School Diploma	Education preferred: 1. Bachelor’s Degree
Minimum communication skills required: 1. Must have excellent interpersonal skills – able to communicate appropriately and compassionately under pressure 2. Represents Mission Waco’s values with all program participants	Communication skills preferred: 1. Have excellent ability to communicate
Behavioral, emotional, mental requirements: 1. Must be a wise and mature Christ-follower 2. Must be a strategic thinker	
Other requirements: Able to keep flexible hours. Some light lifting (25lbs). Ability to serve in a fast-paced, high-pressure environment.	

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