



MISSION WACO | WORLD

Job Description	
MWMW Position Title (type in CAPS): RESILIENCY CENTER & COMMUNITY ORGANIZER	
Staff Group:	<input type="checkbox"/> Executive Staff <input type="checkbox"/> Program Director <input type="checkbox"/> Retail Manager <input checked="" type="checkbox"/> Program Coordinator <input type="checkbox"/> Program Staff <input type="checkbox"/> Retail Staff <input type="checkbox"/> Operations/General Staff <input type="checkbox"/> Administrative Staff <input type="checkbox"/> _____
Immediate Supervisor(s): Associate Executive Director - Operations	
Tasks also assigned by: Creekside Community Village - Chief Village Officer (CVO); Community Change Grant Manager (CCGM); HARC Staff; MWMW Executive Staff	
Immediate Subordinates: Work Study, Interns, and/or Volunteers	
Status: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-exempt	Position Originally Created: 11/1/24
	Date Last Revised: N/A
Hours Per week: Year 1 (2025): Up to 20 hrs/wk funded by EPA grant. Primarily Resiliency Centers, or other grant-related tasks. Year 2 (2026): Up to 30 hrs/wk funded by EPA grant. Mix of Resiliency Centers and Community Org. Year 3 (2027): Up to 40 hrs/wk funded by EPA grant. Mix of Resiliency Centers and Community Org. Any hours outside of grant funding above would be considered under separate job descriptions/hiring, if available at MWMW. Benefits available, if hours/wk meet eligibility per personnel policies and procedures.	
General Summary: As it relates to the EPA Community Change Grant, increase community awareness of emergency preparedness, the need for climate action strategies, and work to create climate resilient benefits, while ensuring grant compliance.	
Resiliency Center Programming	
1. Develop, implement and manage the Resiliency Centers' disaster preparedness trainings and conduct said trainings with staff, volunteers, and community members. Topics/presentations may come from partnerships with other entities, or in-house.	
2. Create and produce materials to use, per grant, on display at each Resiliency Center educating the public on climate action strategies and needs.	
3. Create and train staff on policies and procedures as it relates to operating and troubleshooting battery backup systems.	
4. Be available during a crisis when Resiliency Centers are on-line to help ensure staff, volunteers, and community members understand policies and procedures are being followed.	

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

<p>5. In the start-up phase of the EPA Grant, this person will serve as point-person for MWMW for coordinating construction bids for both resiliency hubs for MWMW, and some coordination with a 3rd hub in Waco with another non-profit. Goal is to create efficiencies within the grant process for setting up the hubs, and preparing materials and processes mentioned above. In addition, especially in Year 1 of the grant, there may be other duties assigned related to the grant (other bids, tasks, etc.)</p>	
<p>Creekside Community Village Programming</p>	
<p>1. Under the supervision of the CVO, once neighbors are living on-site, shuttle individuals to and from appointments during work hours.</p>	
<p>2. Identify and schedule shuttle times to grocery store, convenience store, and other recreational activities deemed appropriate by the CVO.</p>	
<p>3. Work with landscaper, CVO, and Urban REAP Director to create and maintain the Creekside Garden and small farmers market program.</p>	
<p>4. Work with MWMW Volunteer and Groups Directors to recruit/train volunteers and neighbors to work in the garden.</p>	
<p>5. Create and produce materials to use on display on-site educating the public on flood mitigation, nature-based solutions, and building a climate resilient ecosystem.</p>	
<p>6. Work with the CVO and the CCGM to comply with all aspects of grant compliance as it relates to Creekside's grant-funded projects.</p>	
<p>Additional Functions and Responsibilities</p>	
<p>1. Prepare and/or assist with budget preparation and review processes.</p>	
<p>2. Comply with all requirements of federal grant, and complete duties in timely manner to reach benchmarks outlined in the grant.</p>	
<p>3. Attend monthly Mission Waco Staff meetings, team meetings, grant meetings, and training as scheduled.</p>	
<p>4. Participate in Giant Worldwide leadership/communication development curriculum as offered by MWMW.</p>	
<p>Requirements/Preferences</p>	
<p>Minimum skills and knowledge required:</p> <p>1. Microsoft Word, Excel, PowerPoint</p>	<p>Skills and knowledge preferred:</p> <p>1. Experience with Canva, Adobe, and other graphic design platforms</p>
<p>Minimum previous experience required:</p> <p>1. 1-2 years in a training/educational environment</p> <p>2. General understanding of food systems and food insecurity</p> <p>3. Familiarity with federal grants.</p>	<p>Previous experience preferred:</p> <p>1. 1-2 years of community organizing</p> <p>2. Familiar with grant bid process (construction bid experience preferred)</p>
<p>Minimum education required:</p> <p>1. High School Diploma</p>	<p>Education preferred:</p> <p>1. Bachelor's Degree</p>
<p>Minimum communication skills required:</p> <p>1. Must have excellent interpersonal skills – able to communicate appropriately and compassionately under pressure</p> <p>2. Represents Community Change Grant values with all program participants</p>	<p>Communication skills preferred:</p> <p>1. Have excellent ability to communicate</p> <p>2. Fluent in Spanish</p>
<p>Behavioral, emotional, mental requirements:</p> <p>1. Must be a strategic thinker</p>	

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Other requirements:

Mature Christ-follower.

Able to keep flexible hours.

Some light lifting (25lbs).

Ability to serve in a fast-paced, high-pressure environment.

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