



## **EMPLOYMENT OPPORTUNITY**

Union Settlement Association is an on-the-ground resource for East Harlem residents of all ages, and a passionate advocate for the needs of underserved communities. Since opening our doors in 1895, we have brought education, wellness and community-building programs to our neighborhood, empowering New Yorkers with opportunities to better their lives. More than 350 staff work in our organization, and our services impact 10,000 people every year. By helping our neighbors realize their goals, we build the vitality and success of East Harlem. For more information about Union Settlement, please visit our website at [www.unionsettlement.org](http://www.unionsettlement.org).

**Position:** CPP Community Organizer  
**Department:** Early Education  
**Reports to:** Director of Early Childhood Education  
**Hours:** Full-Time

### **Position Summary:**

The Community Partnership Program (CPP) in East Harlem will organize local service and civic organizations and community residents to provide primary prevention networks and resources for the benefit of the community. Key components of the CPP are to: build partnerships, coordinate service referral and utilization, and build community capacity and social capital support, community knowledge sharing, and collaboration with ACS and other city agencies.

The Community Organizer will develop and maintain meaningful, productive relationships with community members and families, and refers and links community members and families to needed services. In collaboration with other Union Settlement program staff, the Community Organizer monitors, tracks and coordinates services, assists in planning community activities, and encourages participation in community activities.

### **Responsibilities:**

- Directly supervise Community Ambassador Staff.
- Implement member recruitment strategies.
- Engage in community outreach to youth and families, along with the Community Ambassadors.
- Recruit and train Community Ambassadors.
- Manage events and programs.
- Develop awards and recognition programs to recognize substantial contributions to the Partnership.
- Manage membership records and tracking member contributions, requests, and feedback;
- Convene discussion and planning meetings with Community Partnership members and other stakeholders.
- Manage data collection, documenting outcomes and drafting reports.
- Build strong relationships with current CPP members and recruit new members to CPP network.
- Work with Director to design and implement outreach and service delivery efforts that reach the East Harlem community.
- Organize and facilitate monthly meetings and work group activities of the CPP network.

- Organize monthly trainings for community members and service providers on best practices in youth and family development and community development.
- Implement agency policy and procedures.
- Maintain community outreach in designated community district in order to enhance services.

**Qualifications:**

- Bachelor's degree required. Master's Degree preferred.
- Self-starter, creativity and innovation a must.
- Must have 3 years of relevant experience in community-based programs engaging children, youth, and families and experience living or working in East Harlem community.
- Demonstrated knowledge of community organizing and coalition building.
- Demonstrated experience engaging stakeholders with diverse backgrounds and perspectives around a common cause.
- Must be able to work some evening and some weekends.
- Must have strong administrative, community organizing, planning, and social work skills.

**To Apply:**

Please send Cover Letter, Resume, References, and Salary Requirements to: [earlychildhoodcareers@unionsettlement.org](mailto:earlychildhoodcareers@unionsettlement.org) . Please indicate CPP Community Organizer in subject of e-mail.

**UNION SETTLEMENT ASSOCIATION IS AN EQUAL OPPORTUNITY EMPLOYER**