



*An Equal Opportunity Employer working in a drug-free environment*

**Position:** City of Passaic Community Organizer  
**Classification:** Salary (exempt)  
**Status:** Full time  
**Salary Range:** \$40,000 - \$46,000 Annually  
**Supervisor:** Community Development Manager  
**Date last Update:** August 16, 2023

### **Summary**

Reporting to the Community Development Manager, and in partnership with other department and organization staff, the Passaic Community Organizer provides the leadership and management necessary to ensure the affiliate's community development goals are met including, but not limited to, the execution of the Eastside Passaic neighborhood revitalization plan, specifically its affordable housing, business development and civic engagement goals. The Passaic Community Organizer must be committed to supporting cultural diversity, equity, and inclusion in the workplace and among the communities we serve.

### **Responsibilities**

*Responsibilities include but are not limited to the following:*

- Implement successful community development strategies for the Eastside Passaic NRTC neighborhood where Passaic County Habitat for Humanity has partnered with the Boys and Girls Club of Paterson and Passaic to advance the goals of the Eastside Passaic NRTC neighborhood plan.
- Research and evaluate strategies to increase the availability of quality affordable housing in the Eastside Passaic NRTC neighborhood including, but not limited to, a listing of and strategy for vacant and abandoned properties.
- Support the City of Passaic and the Boys and Girls Club of Paterson and Passaic in developing strategies, programs and projects to promote the economic vitality of the Market Street Bistro District commercial corridor.
- Promote civic engagement especially in the area of advocacy for safe, stable, affordable housing and neighborhood revitalization.
- Expand the numbers of individuals and groups mobilized to decrease neighborhood deficits and amplify community assets.
- Gather relevant data to help in decision making and impact/outcome evaluations.
- Make recommendations, and pursue approved courses of action, on community building strategies and public policy issues.

### **Qualifications**

- College degree preferred; related experience will be considered.
- Demonstrated excellence in writing and speaking skills – ability to communicate clearly and concisely.
- Demonstrated organizational and planning skills, and the ability to manage multiple tasks simultaneously.
- Strong time management proficiency and attention to detail.
- Bi-lingual (Spanish/English) is required.
- City of Passaic residency is a plus.

### **Success Criteria**

- An action-oriented, entrepreneurial person who is a self-starter and can work reliably both independently as well as in teams.
- Strong problem-solving skills and a motivation to improve policies and practices systemically – ability to import new ideas from external networks and models.
- Ability to maintain good working relationships with a diversity of people and groups.