



Position Announcement

Community Organizer

Job Title: Community Organizer

Department: Grants & Contracts

Reports To: Director of Grants & Contracts

FLSA Status: Full Time, Exempt

Salary Range: 3 - Professional 1

Position Summary

The Community Organizer will develop support in Adams County for the opening of a new rape crisis center. The individual will collaborate with community members and leaders to identify or create an organization to provide services to victims of sexual harassment, abuse, and assault in the Adams County area. This is a 12-18 month position.

Essential Duties and Responsibilities

- Establish and build working relationships with community members and leaders.
- Engage in analysis of county structure and available services for victims of sexual harassment, abuse, and assault.
- Coordinate and implement a public awareness campaign regarding sexual harassment, abuse, and assault.
- Conduct community needs assessment to determine community's interest and commitment to the opening of a rape crisis center.
- Plan and facilitate meetings with community members and leaders interested in opening a rape crisis center.
- Identify potential leaders for development of a rape crisis center.
- Recruit members for a planning committee that can make decisions regarding a new rape crisis center.
- Work with community leaders and organizations to conduct an assessment of the needs related to direct services and prevention services.

- Make public presentations regarding the need for a rape crisis center in Adams County.
- Conduct focus groups regarding the types of services the community would like to have available to victims of sexual harassment, abuse, and assault.
- As an organization or group of individuals expresses the intent to open a rape crisis center, work with the organization or group to develop a Board of Directors and acquire non-profit status.
- Facilitate mentoring relationship between the organization or group identified to open a rape crisis center and centers currently providing service in neighboring counties.
- Act as liaison between PCAR and the group or organization identified to open a rape crisis center for the purpose of provision of technical assistance.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Supervisory Responsibilities

This job has no supervisory responsibilities.

Education and/or Experience

Bachelor's degree in social science or community development field or a minimum of two years of relevant professional experience in community development.

Language Skills

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedural manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability

Ability to apply common sense understanding to carry out instructions furnished in written, oral,

or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Requirements

1. Availability to work evening and weekend hours as required meeting with Adams County community members and stakeholders.
2. Ability to effectively manage multiple priorities and projects simultaneously and ability to meet strict deadlines. Ability to identify and respond to shifting priorities. Ability to find answers to questions.
3. Ability to prioritize and implement a work plan.
4. Must be a self-starter that can work within a team and fast-paced environment and handle a variety of tasks with multiple deadlines. Must be very detail-oriented and work with minimal supervision.
5. Excellent oral and written communication skills. Must possess excellent project management, organizational, analytical, problem solving and negotiation skills. Excellent customer service skills. Strong interpersonal skills, experience with active listening, and group facilitations skills.
6. Demonstrated sensitivity and ability to collaboratively work with individuals and groups from diverse populations and organizations. Respect for economic and cultural diversity. Ability to maintain cooperative and professional demeanor with rape crisis centers, coalitions, agency staff/board, council members, vendors, consultants, allied professionals and the general public. Must be able to foster positive working relationships with people and creating an accessible environment.
7. Must have proficiency with the technology necessary for the functions of the position.
8. Accept and abide by the mission and core values of PCAR.
9. Must be willing to complete a Pennsylvania rape crisis center sexual assault victim counselor training, if not already completed in the past three years.
10. Availability to travel throughout Adams County. Must possess a valid Pennsylvania driver's license, insurance, and reliable vehicle.

Certificates, Licenses, Registrations

Not applicable.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, walk, sit, and talk and hear. The employee is occasionally required to use hands to finger, handle, or feel; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

Other Duties As Required

The statements contained herein describe the scope of responsibility and essential functions of this position but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including but not limited to work in other areas to cover absences or relief to equalize peak work periods or otherwise balance the workload.

To Apply

PCAR offers a competitive salary and benefits package. Qualified candidates are encouraged to apply online at www.pcar.org by **February 29, 2020**.

Who We Are

Founded in 1975, The mission of the Pennsylvania Coalition Against Rape is to work to eliminate all forms of sexual violence and to advocate for the rights and needs of victims of sexual assault. PCAR partners with a network of rape crisis programs to bring help, hope, and healing around issues of sexual violence to the Commonwealth of Pennsylvania. PCAR:

- Assures that communities have access to quality victim services and prevention education by providing funding, training, materials, and assistance to a network of rape crisis centers that serve all of Pennsylvania's 67 counties.
- Provides resources and training on sexual assault-related issues to professionals across PA.
- Promotes public policies that provide protections and services to victims of sexual violence, hold offenders accountable, enhances community safety, and works with media to increase public awareness, access to accurate information, and ethical reporting practices.
- Operates the National Sexual Violence Resource Center (NSVRC), which identifies, develops, and disseminates resources regarding all aspects of sexual violence prevention and intervention.

NSVRC is the leading nonprofit in providing information and tools to prevent and respond to sexual violence. NSVRC translates research and trends into best practices that help individuals, communities and service providers achieve real and lasting change. NSVRC also works with the media to promote informed reporting.

Equal Employment Opportunity Commission

The Pennsylvania Coalition Against Rape and The National Sexual Violence Resource Center provide equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics.