

Community Organizer (Pomona Jobs Project)

Role Type/Level	Organizer
Department/Focus	New Economy
Reports to	Executive Director
Salary Range	\$52,000 - \$58,240 annually, based on experience
Benefits	Health plan through Kaiser Permanente

WHO WE ARE

The Latino and Latina Roundtable is a grassroots community based organization serving the San Gabriel and Pomona Valleys. We are a community-based organization working for political, social, and economic justice; founded in 2001 by local community leaders in response to the changing demographics in the region. Our organization is rooted in community organizing, leadership, promoting immigrants' rights, and civic engagement of Latino/a/x communities and those facing inequities. We work leading different committees such as education, immigrant rights, and the new economy. Our members are activists that prioritize building a better quality of life for our community. Join us and be part of the change.

THE POSITION

LRT is hiring a local full time, non-exempt, Community Organizer, starting immediately, for the new Pomona Jobs Program (PJP). The PJP is a job creation and training program in partnership between the Latino/a Roundtable and EcoCiv and is funded by the City of Pomona. The successful candidate for this position will focus on identifying candidates for the program and coordinating training for job seekers in

Pomona. This candidate will work closely with a full-time Employment Coordinator who will work primarily to secure commitments from area employers to hire the graduates of the PJP. Each of the two full-time staff will also manage a predicted caseload of 15-30 beneficiaries of the program at any given time, some of whom are Spanish-speaking. While some of the work can be done remotely, regular onsite visits are required in this role.

The ideal candidate will have experience mentoring and supporting unemployed and underemployed individuals, especially immigrants, as they receive training and move into the workforce. Because applications are being reviewed on a rolling basis, interested candidates are encouraged to submit their materials at their earliest convenience. A minimum of 3 professional references will be contacted at later stages of the interview process.

DUTIES AND RESPONSIBILITIES

Developing job placement partnerships

- Overall field-based coordination of the [High Road Training Partnership \(H RTP\)](#) components of the Pomona Jobs Program.
- Conduct outreach in neighborhoods identified as impacted census tracts by federal standards
- Hold outreach events to share with the community information about the PJP and to identify and secure the participation of potential employees/beneficiaries
- Assist workers interested in participating in the PJP to determine their eligibility, make necessary arrangements, and connect with necessary support services to enable their participation
- Assist workers and worker organizations to ensure that workers' voices contribute to the development of job opportunities and job training that meet beneficiaries' needs
- Develop a leadership development program to locate and support worker-leaders who can commit to formally represent workers in the H RTPs
- Work with beneficiaries to locate services or supports necessary to eliminate any barriers to participation in training programs, and any barriers that might prevent their access to jobs developed by the PJP
- Coordinate and develop the PJP's relationship to and interaction with other nonprofit organizations and community partners to ensure that their constituencies are able to participate in the PJP

Beneficiary Engagement

- Manages a predicted caseload of 15-30 beneficiaries of the program at any given time
- Conducts pre-employment interviews to determine skills and best fit
- Conducts orientation and arranges for training for beneficiaries based on employer expectations (in coordination with the Employment Coordinator)
- Interfaces between beneficiaries and employers when problems arise
- Conducts follow-up check-in meetings with beneficiaries for program and job placement feedback
- Works with the Employment Coordinator to understand potential beneficiaries' and hired beneficiaries' needs, so that job opportunities training and worker supports are aligned to those needs
- Collect and monitor data on beneficiary placement and report progress to the City of Pomona

REQUIRED QUALIFICATIONS

- Bachelor's degree
- 2-3 years of experience in a similar role
- Located within commutable distance to Pomona, California

PREFERRED QUALIFICATIONS

- Ideally based in or near the Pomona Valley; however, Southern California candidates will be considered
- Shares the vision of equitable workplaces with employers
- Education, training, and/or experience in workforce development (policies and practices), social work, community organizing, or other relevant fields
- Experience working in economic development and with nonprofit organizations
- Proficiency with project management tools such as Slack, Google Drive/Suite, and Zoom
- Bilingual proficiency in Spanish

HOW TO APPLY

Submit your application materials to Lmira@latinolatinaroundtable.org, include a cover letter detailing your qualifications and a resume or c.v. Finalists will be asked to provide names and contact information for three professional references. Applications will be reviewed as received, and the job will remain open until filled. Deadline to apply is July 28th, 2023 by 6:00 pm. Applicants are encouraged to apply soon in order to be fully considered. We encourage applicants from diverse backgrounds and lived experiences to apply for this position. For additional information or questions, please contact Lina Mira (909) 480-6267 or Lmira@latinolatinaroundtable.org.