

Literacy, Inc. (LINC) Job Description

Job Title: Community Organizing Assistant – East New York, Brooklyn, Part-Time (20 hours per week)

Reports To: Project Director of Neighborhood Initiatives

Position Summary

East New York Reads is collaboration of 10 community-based organizations that share the goal of promoting the importance of reading for children birth to 8 years of age. Literacy Inc. manages this collaboration, and is looking for a local resident to serve as a **Community Organizing Assistant (COA)**. The COA will build relationships across East New York with key stakeholders. The COA will link residents, local businesses, community-based organizations, local/city politicians and other entities to support East New York Reads and grow a culture of reading within the community. The COA serves as field organizer of initiative-wide efforts, implementing effective outreach strategies, and provides operational and administrative support.

Responsibilities:

Design and implement community organizing and outreach strategies

- Develop systems to track and analyze outreach efforts with local businesses, community-based organization, and local/city politicians.
- Refine our organizing efforts to strengthen community engagement through the initiative advocacy campaign and library incentive programs.
- Canvas and map resources in the neighborhood of East New York, Brooklyn.
- Build neighborhood awareness by distributing monthly activity calendars and brochures, and posting advocacy poster throughout the community, including local businesses.
- Build relationships with key stakeholders across East New York on behalf of LINC and the Reads initiative by identifying shared ideas and opportunities for collaboration.
- Work collaboratively with LINC staff to implement outreach efforts.

Activity Management and Administrative tasks

- Provide as-needed support the Reads Initiative with community-based projects, meetings, events and special programs.
- Provide support to the Project Director and Associate Director with administrative tasks.
- Track and prepare weekly outreach activity reports to share with LINC staff.
- Data entry of outreach efforts using Salesforce.
- Collects, organizes, updates and publishes community literacy resource and referral information.
- Performs other related tasks as assigned.

Skills/Qualifications:

High School Diploma required, Bachelor's Degree preferred.

Bilingual skills (English and Spanish) required.

Resident of East New York/Cypress Hills/surrounding neighborhoods in Brooklyn a priority.

Knowledge about the importance of literacy is a plus.

Experience working with the New York City school system and/or community organizing a plus.

Strong interpersonal and communication skills, written and verbal.

Good analytical, negotiation, and problem-solving skills.

Strong time and task management skills.

Respect for economic and cultural diversity, experience working with diverse groups of people.

Ability to work independently and as a member of a diverse team.

New York State valid Driver's License required.

Must be able to pass DOE background check, fingerprinting and vetting process required.

Please send a cover letter and resume detailing your specific qualifications and skills for this position to Al Reynolds, Project Director of Neighborhood Initiatives at areynolds@lincnyc.org.