Job Posting: Community Organizer

Data and Communications Specialist

Homes for Families (HFF) is a social change organization dedicated to ending family homelessness. Since 1994, HFF has worked to bring together grassroots organizing and advocacy, policy and data analysis, and partnership, civic engagement, and best practices. Key to our success is engaging our members and those that have experienced housing instability with policy makers. The data and communications Community Organizer will serve as a liaison between the parent and provider engagement work; maximize the use of social media and data for advocacy engagement; and raise awareness about the family homelessness crisis in the Commonwealth.

Qualifications: Qualified candidates will have demonstrated a commitment to racial, social, and economic justice and community led and solution focused processes. We are seeking candidates with strong attention to detail and an ability to think critically and creatively. Candidates should have knowledge of Adobe Creative Cloud, Excel, and RStudio and/or a willingness to learn, and have an ability to translate data and share information in a way that is accessible, informative, and aesthetic.

All employees of Homes for Families are expected to:
  ➢ Uphold and honor agency values
  ➢ Approach the work with an anti-racist and equity lens and strive for continued growth and cultural competency
  ➢ Represent Homes for Families and speak publicly on behalf of the agency
  ➢ Maintain awareness of new initiatives, issues, and policies impacting homelessness and low income families
  ➢ Field phone calls and provide appropriate information and referrals
  ➢ Track activities, outputs, and outcomes
  ➢ Strive to meet mutually agreed upon goals
  ➢ Contribute to short and long-term organizational planning and strategy
  ➢ Collaborate and coordinate with other staff members
  ➢ Other activities as needed

The following are responsibilities of the Community Organizer

1. Lead in the planning and facilitation of monthly Community Meetings, including sharing of the information from the meeting through blog posts, social media, and other outlets
2. Attend and document content of focus groups, meetings, and other convenings; partner with co-workers to package and communicate information to stakeholders
3. Assist in the development of surveys, interview questions, and support staff members in soliciting information, ideas and perspectives from families facing homelessness and housing instability , shelter providers, and other stakeholders
4. Lead in the convening and organizing of data staff from shelter agencies and develop mechanisms for collecting data and sharing information including the management of the Shelter Provider Data Use Cohort
5. Synthesize and analyze data including data requests and reports from DHCD

6. Use data, quotes and other materials to develop fact sheets, info graphics, social media posts, information documents and assist in the creation of longer briefs and reports
7. Seek opportunities to promote intersectional connections to family homelessness with other organizations and sectors, and learn about innovative and promising practices, advocacy opportunities, and key updates to share with the family homelessness field
8. Assist in the planning of events and actions
9. Maintain distribution lists and assist in managing agency communication systems and strategies, including website, blog, social media, email blasts, and written promotional materials
10. Assist in the recruitment of families and providers to attend meetings, events, legislative meetings, and focus groups

This is a full time salaried position; compensation commensurate with experience. To apply, please email a cover letter, resume to Nilaya Montalvo at nmontalvo@homesforfamilies.org