



- Position:** Organizing Fellow
- Supervisor:** Civic Engagement Program Manager,
Long Beach Forward
- Employee of:** Community Partners (fiscal sponsor)
- Hours:** Up to 25 variable hours per week with occasional evenings and weekends
- Compensation:** \$20/hours with benefits; temporary position until January 3, 2022

Organizational Background & Description

Long Beach Forward focuses on strengthening the power of organizations and community members by providing them with the tools and training necessary to be heard, be influential, and drive real change in Long Beach. We are motivated by the belief that everyone in Long Beach should be able to influence the decisions that impact their lives and the knowledge that oftentimes low-income communities of color are left out of decision making.

Long Beach Forward provides leadership, strategy, communications, and convening support to multiple campaigns in order to advance the vision that Long Beach will be a place where race and income do not determine one's future—it's a community where everyone is safe, connected, and healthy. Long Beach Forward (previously known as the support organization for Building Healthy Communities: Long Beach) was established in 2010 to coordinate the collaborative efforts of The California Endowment's Building Healthy Communities initiative in Long Beach. Long Beach Forward now partners with over 50 community-based organizations and facilitates or participates in multiple collaborative groups and campaigns, including the role of Local Support Network for the Best Start Central Long Beach initiative.

Role

The Organizing Fellows will be responsible for direct outreach in Long Beach neighborhoods most impacted by the pandemic with the goals of (1) disseminating COVID-19 relief, prevention, and vaccination information, (2) navigating individuals through COVID-19 relief services, and (3) shifting people's attitudes and perceptions about COVID-19. The Organizing Fellows will work as a team in collaboration with Long Beach Forward staff and partners to help share resources and educate the community by going door-to-door, phone and text banking, and engaging local businesses. Organizing Fellows must be willing and able to complete in-person work and follow

Long Beach Forward's COVID-19 protocols, including use of provided personal protective equipment.

Responsibilities

- Educate and empower community residents with COVID-19 prevention, relief-related resources, and vaccination information through 1-1 conversations via door-to-door canvassing, text banking, and phone banking.
- Reach daily/weekly outreach quotas to ensure campaign goals are met.
- Manage data collection using smart devices and technology to update databases, address lists, and maps.
- Adhere to Long Beach Forward's COVID-19 protocols, inclusive of PPE use, office use, contact tracing, and vaccination options.
- Communicate regularly with campaign leads, team members, and Long Beach Forward staff and partners.
- Attend in-person meetings when requested.
- Maintain high ethical standards in interactions with residents in accordance with Long Beach Forward's values and culture.
- Participate in and support the development and healthy functioning of multiple teams within Long Beach Forward.
- Ensure all work is performed in culturally and linguistically appropriate manners.
- Other duties as assigned by the Civic Engagement Program Manager.

Qualifications:

- Strong communication skills and ability to engage a diverse range of people in conversation, including in Spanish, Khmer, or Tagalog.
- Ability to work both independently and as a member of a team.
- Strong work ethic and commitment to health equity, social change, and community organizing.
- Well organized and responsible in meeting commitments and being accountable for own performance.
- Access to reliable transportation and smartphone (Long Beach Forward provides \$30 monthly stipends to all employees).
- Ability to work on weekends and evenings.
- Ability to work outdoors.
- Proficiency in spoken English and Spanish, Khmer, or Tagalog.
- Alignment and agreement with the vision, mission, and values of Long Beach Forward.

To apply, submit a resume and cover letter to Ariel Halstead, Operations Manager, Long Beach Forward. You may email documents to ariel@lbforward.org. Positions are open until filled.

For more information, please visit: www.lbforward.org. *Community Partners® is an equal opportunity employer committed to a diverse and inclusive workforce. In addition, the organization will consider for employment qualified applicants with criminal histories in a manner consistent with the requirements of the Los Angeles Fair Chance Initiative for Hiring. We*

welcome applicants from diverse backgrounds and seek to hire qualified staff who reflect the rich diversity of the community we serve.