



33 Whitney Avenue  
New Haven, CT 06510  
203.498.4240

## Job Description

[www.ctvoices.org](http://www.ctvoices.org)

**Title:** Community Outreach Associate

**Status:** Exempt

**Reports To:** Local Strategies Deputy Director, works closely with the Power Building & Advocacy Director

### PURPOSE OF THE POSITION

Connecticut Voices for Children is expanding its Power Building & Advocacy (PB&A) team. PB&A is responsible for building power with community through organizing around issue campaigns and working in coalition to advance moments to movements. To achieve this we take a critical lens to the accessibility of the work of CT Voices, share knowledge and develop opportunities for diverse groups to shape our work, build relationships and coalitions to co-create and advance our legislative agenda, and host events across the state in service of our vision and mission. As such, *CT Voices seeks a Community Outreach Associate with a strong background in organizing within Latina/o/x and Spanish-speaking communities, advocacy, building movements and mobilizing stakeholders for change. This organizer will work with undocumented, asylum seeking, and refugee communities.*

### ABOUT THE ORGANIZATION

Connecticut Voices for Children is a research-based advocacy organization (aka a “think and do” tank) working to ensure that Connecticut is a thriving and equitable state where all children achieve their full potential. We provide trusted, quality research, recommendations, and advocacy that advance public policy and investments to improve the well-being of Connecticut’s children and families, specifically those that have been historically disadvantaged. Our values are equity, integrity, impact, community-centered, and a learning mindset. To learn more about us, please visit [www.ctvoices.org](http://www.ctvoices.org).

### MAJOR RESPONSIBILITIES

**Community Engagement and Organizing:** Authentically engage ideologically aligned stakeholders in mutual relationships within **Latino/a/x + Spanish-speaking communities** that allow us to move these stakeholders to critical action on issue campaigns

- Collaborate with the Local Strategies Deputy Director and Power Building & Advocacy Director to identify values aligned community-based organizations, non-profits, and grassroots organizers to partner and engage residents on our program priorities.
- Execute, with the PB&A team, mass base-building strategies and tactics that center deep individual relationships in order to move stakeholders to critical action on issue campaigns and ultimately advance the organization’s vision. This includes sharing knowledge on program priorities and building power within communities on an ongoing basis. Additional activities and tactics include but are not limited to the following:
  - Plan and execute (from “soup-to-nuts”) everything pertaining to our various coalition meetings (e.g. agenda setting, outreach to attendees, outreach and prep of speakers, and

facilitation of running the meetings, etc.) to ensure the meetings are highly thoughtful, organized and seamless.

- Attend coalition meetings held by our partners to remain abreast of their priorities
- Organizing door-to-door and phone-to-phone
- Hold weekly 1:1's with partners and potential partners to continue to develop and deepen relationships in order to be able to make the "ask" to take action on behalf of our issue campaigns and/or legislative advocacy when needed
- Collaborate with the Local Strategies Deputy Director and Power Building & Advocacy Director on identifying and executing additional ways to build deep relationships within communities
- Execute innovative strategies and tactics within our mass base movement building plan that get us to scale, expanding our coalition numbers incrementally and exponentially. This includes the following:
  - Represent CT Voices at community meetings and public events, sharing information on our issue campaigns during these meetings and events (and sometimes but not always calling folks to action), and finding creative ways to engage attendees in our work

#### **OTHER RELATED TASKS**

- Coordinate with the Local Strategies Deputy Director to ensure diverse communities and voices are in attendance at our organization wide events
- Collaborate with the Research & Policy team to present our data to external stakeholders in accessible and compelling ways through community-centered data walks and/or focus groups
- Create and manage an interactive and compelling newsletter to communicate with the mass base of Spanish-speaking supporters you've built to keep them informed and ready to engage on critical action
- In coordination with the various teams, rapidly pushout information and "asks" to our mass base of various coalitions with specific legislative advocacy actions (i.e. critical action on issue campaigns) as needed
- Other tasks as assigned by the Local Strategies Deputy Director

#### **Preferred Qualifications**

- The strongest candidates will have at least 5-8 years of professional experience working predominantly in Spanish-speaking communities within Connecticut, specifically within a movement building or organizing capacity.
- Ideal candidate will have competencies in digital organizing, planning and management in support of field, electoral, and/or issue campaigns
- Ideal candidate will be an effective public speaker.

#### **Qualifications**

- At least 3-8 years of professional experience
- At least 2-4 years of community organizing and/or advocacy experience
- An ability to lead and facilitate meetings with ease, trainings, and/or group gatherings that move people to action
- An ability to speak, read, & write in Spanish fluently
- An ability to translate English to Spanish in real time
- Knowledge of diverse Spanish-speaking communities in Connecticut and their socio-economic and political landscapes

- A commitment to work with anyone to do good and advanced shared interests
- An ability to develop strategic and tactical plans to achieve outcomes
- A deep understanding of local and/or state policy and political landscapes
- An excitement for thinking creatively and a willingness to experiment with new ways to engage and activate residents and partners while also knowing when it's not appropriate to take risks
- Knowledge of and proficiency in MS Office, Google Docs, and related HR software
- Excellent communication and people skills
- Strong decision-making and problem-solving skills
- A drive to deepen your own knowledge and a focus on life-long learning
- A willingness to transform yourself and our organization to be more impactful in our efforts
- Ability to work in a fast-paced, deadline-driven environment, juggle multiple projects at once, and deliver excellence independently and collaboratively
- Ability to work both independently and as a team member in a busy office with personal enthusiasm, optimism, humility, and a sense of humor
- Demonstrated commitment to the vision, mission and values of Connecticut Voices for Children

**Salary:** The salary range for this position is \$55,000 - \$65,000 + generous benefits.

**To apply:** Please send your resume/cv + the responses to these questions below:

1. What role does race and class play in politics?
2. What would be your lens in approaching these issues in coalition building and organizing?
3. What does equity mean to you in the context of this role?
4. Is there an experience relevant to this role that is or is not on your resume, that you would like to provide more information to us about?

Your responses to these questions should be no less than 2 pages and no more than 4 pages.

[hr@ctvoices.org](mailto:hr@ctvoices.org). The subject of your email must follow the formula: "Community Outreach Associate\_Last Name\_First Name" in order to be considered.

**The deadline to apply for this position is October 31, 2022.**

Download the job announcement (PDF)

*Connecticut Voices for Children is an equal opportunity employer, and as such, takes affirmative action to insure that discrimination does not occur on the basis of race, creed, color, age, sex, national origin, marital status, sexual orientation, religious or political affiliation, disability, or any other classification considered discriminatory under applicable law.*

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