



## COMMUNITY ORGANIZER JOB DESCRIPTION

### **PAVE Overview**

PAVE (Parents Amplifying Voices in Education) is a non-profit corporation whose mission is to connect, inform, and empower parent leaders to give families in DC a voice and choice in the vision for education in our city. In the vision of PAVE, parents are partners and leaders in developing a diversity of safe, nurturing, and great schools for every child in every ward and community.

***PAVE is dedicated to creating an environment where the vision for education in DC is not created for children and families but rather with children and families, shifting and changing the dynamics of power in our city so that communities and parents are partners in creating great schools in DC.*** PAVE intentionally and constructively asks parents to engage in education policy in DC, creates opportunities for parents to lead and advocate, helps parents to understand the system, builds relationships between parents and those who are making and influencing the education landscape in DC, and advocates on behalf of great school options and equitable supports for all children, regardless of sector.

At PAVE, our parent leaders identify the issues that they want to move forward on behalf of our kids and our schools. In just two years, PAVE's parent leaders have worked tirelessly to reimagine the education system in DC, including:

- Advocating for and achieving an historic pupil funding increase for both the public traditional and charter school sectors;
- More than doubled funding for Out-of-School Time (OST) programs – moving the city's budget for OST from ~\$9mil to \$20.25mil;
- Representing 40% of the parent and community engagement process for the new citywide report card with both focus group and canvassing efforts; and
- Leading a first-of-its-kind selection process for a new school operator serving both Ward 8 and military families, where a committee of eight parents identified the school that they wanted to see in their community.

PAVE is a fast-paced, high-performing organization driven by a passionate team made up of nearly 2,000 parent leaders, 12 (and growing) full-time staff, and both school and citywide partners in educational equity. ***The standard at PAVE is excellence – in all that we do, all that we give, and all the spaces that we open for family and community voice.***

### **The Role**

Reporting to the Director of Community Engagement and Organizing, the Community Organizer plays a key role in the success of the community engagement and parent organizing strategy for PAVE. The Community Organizer will actively recruit, engage, and mobilize constituents for PAVE and parent-led initiatives. The Community Organizer will



act as the main point of contact between families, schools, policymakers, and community organizations.

## **Responsibilities**

### **Parent Organizing**

- *Build Parent Leaders*
  - Identify, train and develop parent leaders on the principles and practices of community organizing.
  - Develop and maintain strong relationships and regular communication with at least 25 core parent leaders.
  - Hold 1:1 meetings with 15 potential parent leaders every week.
  - Lead PAVE events and meetings, co-led by parent leaders.
  - Support PAVE's parent leaders on City Council testimonies and public speaking opportunities.
- *Support Strategy for City-wide Impact*
  - Support and implement the city-wide parent leader strategy and plan for PAVE; ensuring meaningful participation from parents.

### **Community Engagement**

- *Build Relationships*
  - Develop and manage relationships with a broad base of constituents in the District (including faith-based institutions, public officials, local government agencies, social service agencies, teachers and school leaders).
  - Build strong support for PAVE and the organization's parent leaders.
- *Support Strategy for City-wide Impact*
  - Support and implement the city-wide community engagement strategy and plan for PAVE; ensuring meaningful participation from the broad base of constituents.

**Support the organization in other community engagement and organizing matters as identified and assigned by the Director.**

### **Qualifications**

The Community Organizer will be thoroughly committed to PAVE's mission. The Community Organizer should have proven leadership, organizing, community engagement, and relationship management experience. Concrete demonstrable experience and other qualifications include:

- 2-5 years of work experience; track record of effectively working on a team; ability to point to specific examples of having executed community-based strategies;
- Unwavering commitment to family-centered programs and data-driven program evaluation;



- Proven ability to build and develop lasting relationships in diverse communities;
- Past success working with communities and strategic partners, with the ability to cultivate existing relationships;
- Strong interpersonal skills with the ability to engage a wide range of stakeholders and cultures;
- Strong written and verbal communication skills, a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills;
- Action-oriented, entrepreneurial, adaptable, community-centered and innovative approach to organizing and community engagement;
- Spanish-speaking preferred
- Ability to work effectively in collaboration with diverse groups of people; and
- Passion, idealism, integrity, positive attitude, mission-driven, and self-directed.