



## **THRIVE SANTA ANA INC, COMMUNITY LAND TRUST Membership Organizer Position Announcement**

**[ disponible en español ]**

### **Membership Organizer**

**Job Title:** Membership Organizer (Full-time)

**Schedule:** May vary

**Pay:** \$20 - \$28 per hour, depending on experience

**Deadline:** Applications will be accepted until February 26, 2024

**Location of Office:** Santa Ana, CA

THRIVE Santa Ana is a community land trust with a mission to achieve equitable economic development, led by Santa Ana residents. THRIVE supports the inter-generational leadership of neighborhoods and people who have historically been excluded from decision-making. Low-income renters, immigrants, youth and others are encouraged to share their vision and build their capacity for neighborhoods that are healthy, inclusive, and affordable.

We are hiring a Full-Time Membership Organizer to join the THRIVE team. This person will help build the membership and community base of THRIVE. They will facilitate workshops (including virtual workshops), art projects, community gatherings, meetings, and other actions to involve Santa Ana residents as THRIVE Members, volunteers, and as part of the community lands movement.

### **PRINCIPLE ROLES AND RESPONSIBILITIES**

- Responsible for building up THRIVE's membership base
- Facilitate training for residents about community land trusts, social justice, racial justice, and other economic justice strategies, whether leading these workshops yourself, with other THRIVE participants, or with outside technical support
- Mobilize community members to attend events, meetings, and activities hosted by THRIVE, our partners, and as part of the community lands movement. This can include making phone calls, knocking on doors, or other strategies to invite the community to participate
- Attend meetings with various teams including the Membership Committee,

Program Director, project committees, or others, to create and implement collective work plans that will advance the interests of residents in their neighborhoods, especially with regard to community lands and participation with THRIVE

- Support THRIVE events, meetings, actions, and activities in the community, especially those that promote participation and capacity building for residents around community lands
- Represent THRIVE in local, regional, and national collaboratives as needed. May involve some traveling
- Support the creation of agendas and materials for meetings, actions, and workshops, as well as logistical support
- Support with facilitation, documentation, or other tasks for meetings, events, and actions. If possible: help with interpretation during events and meetings, also helping translate documents from one language to another, as needed
- Update and maintain THRIVE's database of members and contacts
- Support the creation of outreach materials, including the THRIVE Newsletter

## SKILLS AND QUALIFICATIONS

### MINIMAL

These Skills and Qualifications will be part of the job. If you have, or if you don't have these abilities but you are willing to learn, **please apply!**

- Strong commitment to social justice, economic, gender, and racial justice
- At least one year of experience in community organizing with low-income people of color, base building, or 2 years of experience providing direct services to the same community
- Knowledge of issues related to community lands, gentrification and displacement, and the crisis around health, housing, and the lack of community spaces in Santa Ana and Orange County
- Strong personal organization, planning and time-management skills
- Good interpersonal communication skills
- Ability to use e-mail, social media, applications such as Microsoft Word, and online applications such as Google Drive, Google Docs, and Google Calendar

### PREFERRED

- Self-motivated; proven capacity to work independently
- Ability to work well with diverse groups and people
- Strong written and verbal communication skills, with strong social/interpersonal

skills, organization, attention to detail, and ability to manage multiple tasks regularly

- Critical thinking and creativity in the planning of community events and activities
- Understanding of the complex realities faced by renters, low-wage workers, and migrant communities, as well as a commitment to building leadership with these communities
- Familiarity with local history, city/neighborhood geography, local organizations, political landscape, land use issues, etc
- Bilingual; excellent verbal skills in English, Spanish, or other languages common in Santa Ana
- Experience with translation and interpretation in Spanish and English
- Ability to organize virtual events
- Experience/skill in organizing and operations, including office and communication systems
- Access to a vehicle or other mode of transportation
- Ability to use Microsoft Excel, Powerpoint, Canva.com, other design and/or database applications

## HOW TO APPLY

Send an email to [admin@thrivesantaana.org](mailto:admin@thrivesantaana.org) with the following materials, PDF format strongly preferred:

1. A cover letter written by you, introducing yourself and stating your interest in the job, the main points of your experience and skills, and your contact information (phone number and email).
2. A resume outlining your job experience, roles and responsibilities you have held, as well as any special skills you have. If you need any more information, please contact THRIVE Santa Ana at (714)987-2009.