



JOB DESCRIPTION

Job Title:	Equal Justice Works Organizer Fellow	CBA Classification:	Category 1
Reports To:	Maryland Organizing Lead	FLSA:	Exempt
Department/Program:	Community Organizing	Union Position:	Yes
Hours:	Full time, Tuesday - Saturday, generally 9am -5pm, some weekends and evening required	Employee Type:	Full-Time
CASA Location:	Multicultural Center (location may change depending on CASA's needs)	Last Update:	July 2022

CASA & CASA IN ACTION SYNOPSIS:

CASA's mission is to create a more just society by building power and improving the quality of life in working class and immigrant communities. Our vision is a future where we stand in our own power, our families live free from discrimination and fear, and our diverse communities thrive as we work with our partners to achieve full human rights for all. CASA has a sister organization, CASA in Action, a separate, but related, nonprofit organization that is exempt from federal income tax under section 501(c)(4) of the Internal Revenue Code. Although CASA and CASA in Action share a common goal of supporting immigrants and low-income people in Maryland, Pennsylvania, Georgia, Virginia, and nationally, they are separate organizations with their own board of directors. A set of employees at the two organizations, including the person filling this position, shares their time between the two organizations. This has no effect on salary or benefits

DEPARTMENT SYNOPSIS:

The Community Organizing Department identifies trains, mobilizes community members to create long-term improvements in their neighborhoods, jobs, and lives through collective direct action, and voter education and mobilization.

POSITION SUMMARY:

CASA has been selected by Equal Justice Works as an implementing partner of [Equal Justice Works' Housing Justice Program](#). Equal Justice Works is the nation's largest facilitator of opportunities in public interest law. The *Equal Justice Works Housing Justice Program* is a program comprised of Attorney Fellows and Organizer Fellows who, over the course of a two-year fellowship term, will be part of a targeted initiative to address the justice gap in the Maryland through responsive, context-specific innovations and interventions focused on housing justice. Specifically, Attorney Fellows and Organizer Fellows will serve at one of the participating community-based and/or legal services organizations, and work as a unified front to fight a variety of injustices related to housing instability and involuntary displacement in Maryland, particularly due to eviction.

The selected Fellow will be employed by CASA to fulfill all fellowship duties at a local and/or state level. The Fellow will report to a CASA Lead Organizer for day-to-day supervision, mentoring and performance evaluation.

In addition to the Fellowship-related work, this position will be responsible for identifying and fostering grassroots leadership; recruiting members into the organization; mobilizing members for actions, and performing a variety of other tasks to build grassroots power.

ESSENTIAL RESPONSIBILITIES:

- Providing resident services addressing issues that arise from housing instability for low-income households, especially in eviction/unlawful detainer cases, such as information on tenant rights and referrals for existing community services and resources.
- Building key stakeholder relationships in furtherance of the Fellowship objectives; creating, fostering, and cultivating partnerships among legal services providers, tenants' associations, community social services providers, and other community-based entities.



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- Strategizing, planning and conducting training and outreach to communities and community organizations in furtherance of housing stability and affordability for low-income community members; engaging in peer-to-peer learning with other Equal Justice Works Housing Justice Program Fellows.
- Actively contributing to and participating in Housing Justice Program cohort activities (resource exchanges; mandatory webinars and conference calls; and training events, including Equal Justice Works Leadership Development Training in fall 2022 and 2023).
- Contributing to required programmatic reporting and overall program evaluation.
- One-on-One grassroots outreach in the field
- Identifying and developing local leaders to get involved in organizing campaigns through in-depth one-on-ones, and providing ongoing leadership development training and opportunities in conjunction with Lead Organizer.
- Organizing and maintaining local committees and holding regular meetings.
- Ensuring active involvement of members in state and national campaigns through regular mobilization and other means.
- Facilitating organizational meetings, events, and training participation.
- Representing and facilitating leaders in representing CASA when necessary before the media, legislative bodies and legislators, community meetings, coalitions, and funders.
- Interpreting for community members when necessary to facilitate their involvement in the campaign.
- Internal Staff meetings
- Admin/Reporting/Reconciliation
- Participation in CASA actions, mobilizations and events as needed and required
- Building power through voter registration and education campaigns, ally development, and participation in coalitions or networks as assigned.
- Performing database entry and writing timely, regular reports.
- Carefully tracking time and communications to ensure appropriate assignment to c3 or c4, direct and grassroots lobbying, and electioneering
- Supporting the development and expansion of the Organization.
- Meeting deadlines established by supervisor and in Department and individual work plan.
- Providing quality customer service, interactions and responses to all members, partner organizations, vendors, visitors, callers and any other individual or organization you may encounter in your role with CASA.
- Understand and promote CASA membership and services
- Maintaining a positive attitude
- Performing other job-related duties as assigned

EDUCATION/CERTIFICATIONS

- Up to 8 years of education

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- Demonstrated commitment to Social Justice
- Valid Drivers' License and reliable car
- Must be comfortable driving passengers in a van and/or driving community members in personal vehicle from time to time
- Bilingual, English and Spanish required

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to sit. The employee is occasionally required to stand or walk.



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WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this Job, the employee is occasionally exposed to wet and/or humid conditions and outside weather conditions. The noise level in the work environment is usually moderate.

ADA: CASA will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990.

OSHA: A Community Organizer is not to handle any human body fluids, biological agents, laboratory chemicals, or be exposed to hazardous materials such as noise, asbestos, or carcinogens.

This is a union position, represented in collective bargaining by a Collective Bargaining Agreement with the Communication Workers of America, Local WBNG 32035 - Communication Workers of America (CWA). If you are offered and accept this position, you will be invited to become a member of the union. All bargaining unit positions require membership or agency fee payer status.

CASA Inc. and CASA in Action do not discriminate on the basis of race, color, creed, religion, gender identity, sexual orientation, gender identity, age, mental or physical disability, ancestry, marital status and national origin.

This job description will be reviewed periodically as duties and responsibilities change with business necessity. Essential and marginal job functions are subject to modification. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

CASA has implemented a mandatory vaccination policy effective 01 February 2022, requiring COVID-19 Booster vaccination(s) for all employees and prospective employees, AmeriCorps members, and paid or non-paid internships. In accordance with CASA's duty to provide and maintain a workplace that is free of known hazards, we are adopting this policy to safeguard the health of our employees, AmeriCorps members and interns, and their families, CASA members and visitors, and the community at large from infectious diseases that may be reduced by vaccinations. In making this decision, the executive leadership team reviewed recommendations from the Centers for Disease Control and Prevention, the Advisory Committee on Immunization Practices, CASA's Legal Counsel and local health officials. All prospective employees will be required to provide proof of COVID-19 vaccination or appropriate medical / religious accommodation documentation prior to the first day of employment with CASA. AmeriCorps member candidates will be required to provide proof of COVID-19 vaccination or appropriate medical / religious accommodation documentation at the time of presenting proof of citizenship and SSN eligibility.

TO APPLY FOR THIS POSITION:

Email resume and cover letter to Nick Katz at nkatz@wearecasa.org. This position remains open until filled. Applications will be reviewed on a rolling basis.