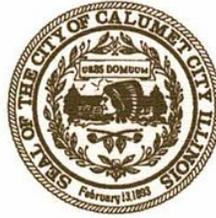


# CALUMET CITY PERSONNEL & PURCHASING DEPARTMENT



**Thaddeus M. Jones**  
*Mayor, City of Calumet City*

**Deston Dorchack**  
*Personnel Director*

**Deanne Jaffrey**  
*Chief of Staff & City Administrator*

## OPEN POSITION COMMUNITY ORGANIZER

### JOB SUMMARY

This position is responsible for building a group of people or institutions to work towards a common goal through collective action, energizing citizens to become more active members of their community, fixing broken social systems, bringing about meaningful changes to peoples' lives, and empowering vulnerable or oppressed populations. The Community Organizer will strive to uncover resources that were previously unavailable to impact community issues; raising questions or alternatives; uniting local citizens around a common concern ranging from preventing crime to fighting prejudice; creating, driving and supporting community-building projects. This position will work closely with other departments within the City and will report directly to the City Administrator and Mayor. The Community Organizer will write messages for social media, press releases and City newsletters; organize events and connect residents with important resources; develop and maintain relationships with other organizing groups and local community-based organizations to build collaborative partnerships; served as a liaison between neighborhood residents, businesses, organization, the Police Department, and other City Departments.

### APPLICANT QUALIFICATIONS

- Outgoing personality and ability to work with people from a variety of backgrounds
- Excellent organizational skills with the ability to manage diverse projects simultaneously
- Excellent oral and written communication skills, interpersonal skills, and self-motivation
- Bachelor's Degree preferred; minimum Associate's Degree required
- Must have U.S. citizenship

Anyone interested in the posting, please contact **Deston Dorchack** at [ddorchack@calumetcity.org](mailto:ddorchack@calumetcity.org) or **Deanne Jaffrey** at [djaffrey@calumetcity.org](mailto:djaffrey@calumetcity.org).