

Colorful Backgrounds-E.X.P.O. Program Organizer

Job Overview and Description

The Colorful Backgrounds-E.X.P.O. Organizer will provide formerly incarcerated individuals (also known as returning citizens), with support as they re-enter society, and provide leadership development, educational opportunities, and advocacy training. The organizer will also offer advocacy training, support and resource information to the families and allies of returning citizens on a monthly basis through meetings and/or electronic communication.

We are seeking individuals who have been directly impacted by the carceral system, advocate for effective changes to the criminal justice system and dedicated to helping restore formerly incarcerated people to full participation in society and their families to build healthy, safe communities.

Duties and Responsibilities

The primary responsibility of the he Colorful Backgrounds-E.X.P.O Organizer will be to organize, implement and execute the Program's initiatives; a 12-week program and monthly meetings. The organizer will provide training through speakers and resources to educate and equip returning citizens and their families. The organizer is responsible for building coalition partners to assist in providing resources and people to facilitate training for directly impacted people and their families. The organizer will assist in recruiting participants for both the 12-week training and the monthly meeting.

Salary/Position

Salary range, \$30,000-\$40,000 based upon experience and education in the field. This is a full-time salaried exempt position. The work week is flexible and will require some travel, working nights and weekends for trainings and events. The organizer may work more than 40 hours in any given week based upon program needs.

Communication

Communication shall be a vital element of the Organizer's work. First, the Organizer must always practice good listening skills; be able to process; to effectively agitate and move people to action; and to identify people's needs and potential. Second, the Organizer needs to always establish and build working relationships with other people by conducting one-to-one conversations. Third, the Organizer must plan and chair meetings in every area of their job.

Reporting

The Organizer shall remain in close communication with the West End P.O.W.E.R supervisor and PIIN by submitting a weekly written report. The organizer must submit all reports required by the Center for

Shared Prosperity (C3).

Training and Education

Trainings and workshops will focus on developing leadership skills, educational opportunities, and civic and advocacy training that meet the needs of the participants and communities. Trainings and workshops will include but are not limited to:

- Trainings on the roles that the formerly incarcerated community and their families can play in social and racial justice reform.
- Identify and recruit potential leaders to attend national, regional and local trainings conducted by Gamaliel and PIIN.

Training for the Organizer

The Organizer shall attend Gamaliel National Leadership Training within the first 90 days of employment with the organization. (Based upon training availability) Ongoing formal and informal training will be a part of the Organizer's growth. The Organizer shall obtain approval of and consult with West End P.O.W.E.R. and PIIN before registering for formal training opportunities.

Evaluation and Success Metrics

A formal review and Agreement renewal will take place annually and be conducted by West End P.O.W.E.R. and PIIN. The review will remain on file as a part of the Organizer's record. In addition, every 90 days the Organizer will have a quarterly check-in meeting to assess the Organizer's accomplishments and progress in achieving goals. Informal review or feedback should be ongoing and consistent to help in achieving personal and organizational goals.

The Organizer shall measure their success by tracking in writing, for review upon request, the following metrics:

- The number of participants that **complete** the 12 -week program.
- The number of new registrants into the program.
- The number of participants that attend the monthly meeting.
- Participation in policy changes that impact the lives of returning citizens