



Job Opportunity

#UnlockHigherEd Community Organizer

Job Title: #UnlockHigherEd Community Organizer

Employment Classification: Non-Exempt

Work Hours: Flexible 9-5, M-F with periodic attendance at community events in evenings and weekends

Location: Morningside Heights-Manhattan

Reports to: Director of Policy & Advocacy

Supervises: No supervisory reports

About College & Community Fellowship

College & Community Fellowship (CCF) is a non-profit organization whose mission is to enable women with criminal convictions to earn their college degrees so that they, their families, and their communities can thrive. We advocate for equity and opportunity for the communities we serve.

Job Summary

The #UnlockHigherEd (UHE) Community Organizer will assist CCF in carrying out a strategy designed to expand the number of CCF program participants and the number of supporters engaged in our national UHE campaign through community meetings, mobilization, and campaign coordination. This position focuses on CCF's work in the UHE Coalition, a national partnership that CCF co-leads with New Orleans-based Operation Restoration (OR). UHE Coalition's goal is to pass bundled legislation increasing access to higher education opportunities for currently and formerly incarcerated people. Legislative priorities include restoring Pell grant eligibility to incarcerated students (REAL Act); banning criminal history screenings on college applications; providing quality control, oversight, and standardization for Federal Bureau of Prisons educational programs (PREP Act); and removing the drug conviction question from the federal financial student aid application (FAFSA). This campaign moves quickly and involves dozens of stakeholders in philanthropy, advocacy, nonprofit, and government, and includes formerly incarcerated people unaffiliated with institutions in its advocacy.

Duties and Responsibilities:

- Recruit, organize, and mobilize CCF students and community members to participate in the UHE Coalition by participating in legislative education sessions, public actions, and testimony for the platform.
- Help to prepare and disseminate policy advocacy documents including fact sheets, action alerts and outreach materials.

- Maintain databases specific to partner organizations, elected officials, and relevant legislation, as well as community members interested in mobilization efforts.
- Provide on-site support to the Director of Policy & Advocacy, including but not limited to attending coalition meetings and scheduling legislative visits.
- Edit and disseminate CCF newsletter to parties involved with the UHE Coalition regarding updates to the campaign, and opportunities to get involved with public actions or legislative education.
- Represent CCF at various community events.
- Assist with other administrative or clerical tasks as needed.
- Other duties as assigned.

Core Competencies/Qualifications:

- 2 years of community organizing, outreach, and mobilization experience.
- Ability to build effective collaborative relationships, both internal and external.
- Demonstrated ability to work alone and as part of a team.
- Must possess strong interpersonal and communication skills.
- Knowledge of and experience with federal, state and local public policies affecting women in reentry and the agencies that serve them.
- Familiarity with programs associated with higher education for underserved populations is highly desirable.
- Ability and willingness to work occasional evening and weekend events is required.

Rate of Pay: Commensurate with qualifications and experience. Excellent benefit package.

CCF is an EEOC employer. Persons with criminal justice histories are encouraged to apply.

To apply: Email jobs@collegeandcommunity.org with this job title and your last name in the subject line. Please include a cover letter and resume.