

Position: GRASSROOTS FELLOWSHIP (January to June; 6 Months)
Department: Collective Impact
Reports to: Director of Grassroots Capacity Building
Date Prepared: November 2018

ORGANIZATION SUMMARY

United Way of Salt Lake's mission is to build powerful partnerships that achieve lasting social change. We implement data-driven, equitable practices to eliminate barriers to success, and create opportunities and solutions that assist people to achieve their goals, dreams, and human potential. Our workplace is fast-paced, progressive, innovative, friendly, and adaptive; our core values are: Relationships, Results, Innovation, and Continuous Improvement. At UWSL we believe in celebrating success, learning from failure, and setting ambitious goals. Our wages are competitive, the benefits package is comprehensive, and perks like flexible schedules contribute to our unique culture.

POSITION SUMMARY

The Grassroots Leadership Fellow will be a member of the Collective Impact department and the Grassroots Leadership Team, helping us build grassroots partnerships and community leaders in our South Salt Lake and Kearns promise partnerships. The Grassroots Leadership Fellow will work to develop and implement a grassroots engagement strategy which will build community leadership in the areas of parent engagement, early learning, and adult education.

Grassroots Leadership is a strategy that intentionally creates meaningful interactions with community members in order to move individuals through a ladder of leadership. The ladder of engagement asks individuals to take increasingly important actions that lead to growth into decision-making roles and leadership.

This opportunity is ideal for individuals with a background in organizing and community leadership but would like to become more proficient in grassroots organizing strategy and tactics. The individual should be prepared to work in a fast-paced and complex environment and will finish having gained broad experience in various aspects of grassroots organizing strategies, coalition building, and management.

ESSENTIAL FUNCTIONS

1. Build relationships of trust among schools, partners, and families from diverse backgrounds to deepen their presence, participation, and leadership in community
2. Assisting in the development of a comprehensive development plan designed to lift and amplify the voices of students, parents, and community members
3. Engage families and community leaders in the research of viable solutions to community problems and ensure implementation by appropriate decision makers
4. Build turnout for engagement events and leadership opportunities for families and community leaders to support their identified solutions to community problems
5. Engaging with family and community members to take part in leadership activities
6. Coordinate logistics and community events and meetings
7. Conducting or hosting early learning trainings
8. Model community organizing mindset and behavior for parents see
9. Support effective data entry and tracking of individuals and groups including, tracking attendance, follow up, and compiling community data

10. Performs other related duties as assigned by the supervisory personnel

REQUIRED COMPETENCIES

- Fluency in English, and one of the following: Spanish, Arabic, Swahili, Nepali, Somali
- Experience in managing and community building
- Proficient with Microsoft and Google suites
- Ability to communicate clearly and efficiently in oral and written formats
- Ability to ensure information is complete and accurate, to follow up with others to ensure agreements and commitments have been fulfilled.
- Willingness to take on new opportunities and tough challenges with a sense of urgency, high energy, and enthusiasm
- Ability to work independently and within a team environment
- Ability to relate openly and comfortably with diverse groups of people

QUALIFICATIONS

- Flexible schedule, including ability to work some evenings or weekend hours
- Strong commitment January to June 2019
 - Approximately 15-20 hours per week
 - Potential for additional hours; other date ranges may be available
- Candidates must be able to pass UWSL background check and drug screening

PHYSICAL REQUIREMENTS

The employee is regularly required to communicate clearly, in oral and written formats, with others in person, over the phone, and via other devices. The employee must be able to transcribe, read extensively, prepare and analyze data and figures, constantly operate a computer and other standard office machinery. The employee is required to regularly travel to offsite locations to set-up presentations and displays physical and electronic forms. The employee must have the ability to lift, carry, push and/or pull objects weighing up to 50lbs.

BENEFITS

This is a non-exempt, part-time, temporary position with a pre-determined hourly rate.

APPLY

Please visit UWSL's [Employment Opportunities](#). A complete application will include a resume and cover letter. You may contact jobs@uw.org if you have any questions regarding employment opportunities.

NOTE: The statements in this position description are intended to describe the general nature and level of work being performed but are not to be seen as a complete list of responsibilities, duties, and skills required of the person employed. Also, the statements do not establish a contract for employment and are subject to change at the discretion of the employer.