

Colorado Cross-Disability Coalition
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Julie Reiskin, LCSW-Executive Director

Job Description: Lead Organizer

Reports to: Executive Director

Salary: \$30,000 with COLA as approved by Board

Hours: Full time, hours as required to meet needs of groups, includes weekends and evenings and requires significant travel.

Requirements:

- Organizer must have the ability to travel throughout region. They must be able travel to Denver upon request with the budgetary limits of the organization. *CCDC reimburses business-related travel, but requires the employee to provide the vehicle.*

Qualifications: Most important qualification is demonstrated commitment and passion for disability rights. Other qualifications include

- ✓ Life experience with disability*
- ✓ Knowledge and connections within local community*
- ✓ Ability to speak in public
- ✓ Coalition building expertise
- ✓ Understanding of disability culture, rural culture and ability to foster a culturally diverse environment*
- ✓ Ability to foster leadership
- ✓ Understanding of the philosophy of disability pride, disability rights, independent living and consumer control*
- ✓ Organizational skills
- ✓ Computer skills
- ✓ Writing skills

CCDC may hire people with limits in some of the technical skills conditional upon training concurrent with employment.

* Means that this qualification is not negotiable

Duties: The following are the duties of the lead organizer

1) Supervise local organizers and provide mentoring and support to them to work with their groups as needed. In areas with no local organizer to act as the local organizer and coordinate meetings of the affiliate groups as needed. This includes but is not limited to:

- ✓ Doing or coordinating reminder calls,

- ✓ Assisting leaders with developing agendas
 - ✓ Setting up any speakers or guests requested by the group,
 - ✓ Coordinating follow-up work, coordinating the minutes and mailings,
 - ✓ Coordinating food if relevant,
 - ✓ Supporting the chairperson,
 - ✓ Encouraging shared leadership
 - ✓ Providing accommodations.
- 2) Follow up on all actions discussed at affiliate meetings.
 - ✓ Calling people that take jobs and reminding them/helping, them so jobs are completed.
 - ✓ Getting information or assistance from Denver when required.
 - ✓ Doing research or getting information, the group or individual members need to go forward.
 - 3) Disseminating all information received from the Denver office to all group members. This often means providing a monthly update, but can mean calling each member for time-sensitive information that requires immediate action.
 - 4) Provide individual support to leaders and potential leaders.
 - 5) Make sure that all advocacy and information requests to the local groups are handled effectively.
 - 6) Report on all group activities to Denver office monthly,
 - 7) Send all minutes, press clippings, etc. at least monthly.
 - 8) Pay expenses for local activists and leaders unable to wait for reimbursement from Denver.
 - 9) Work with local press and media by providing support for local members to be spokespeople for the community.
 - 10) Attend meetings and training sessions in Denver upon request.
 - 11) Coordinate training for the groups.
 - 12) Other duties as assigned by the lead organizer or Executive Director
 - 13) Act as official representative of CCDC with local agencies and organizations as required to support leaders.
 - 14) Mediate disputes within groups.
 - 15) Provide group and individual education on the principles and practices of organizing.
 - 16) Introduce leaders or potential leaders to others to facilitate coalition building.