



## JOB DESCRIPTION

**Position Title**                      Bilingual Tech Organizer

**Supervisory Relationship**      BTOP Project Manager

**Organization General Description**      The Resurrection Project (TRP) is a 501(c) (3) community development organization. Founded by a coalition of Pilsen churches in 1990, The Resurrection Project’s mission is to build relationships and challenge people to act on their faith and values to create healthy communities through organizing, education and community development. The organization primarily serves low and moderate-income families in Pilsen, Little Village, Back of the Yards and beyond.

**Division Purpose**                      The Pilsen BTOP/Smart Communities program aspires to enable full participation in meaningful digital activities by households, businesses and institutions in Chicago. Smart Communities will increase local knowledge, expand economic and educational opportunities, and enhance connections among residents and businesses.

**General Job Description**              The Bilingual Tech Organizer will connect with community residents with local institutions providing education, training and technology access, as well as identify and develop grassroots “digital leadership” to explore how technology can advance civic engagement. The Bilingual Tech Organizer will also provide training to local leadership on digital media and technology applications for civic engagement. The goal of the campaign is to increase the number of community residents using broadband Internet as part of broader community development strategies.

- Primary Job Duties and Responsibilities**
- Develop and manage individual and institutional relationships to advance the Sustainable Broadband Adoption Campaign and support the integration of technology and digital media into local community organizing efforts.
  - Work with local leaders to identify new institutional and individual partners to support the Sustainable Broadband Adoption Campaign.
  - Organize a one-on-one campaign to identify local leadership to work on the campaign.
  - Work with LISC/Chicago, other Smart Community partners and local partners on the development and execution of a marketing and education campaign to raise awareness of local resources to support technology and broadband Internet adoption.
  - Connect residents and business owners to related campaign programs such Center for Working Families/FamilyNet Centers and Business Resource Networks.
  - Conduct Civic 2.0 trainings on technology applications for civic engagement to neighborhood leaders, organizers, CBO staff and other stakeholders to meet monthly deliverables tied to program.
  - Explore and implement ways of incorporating web technology into current organizing and community-building efforts in the neighborhood, including but not limited to the development of a community web portal.
  - Manage Efforts to Outcomes (ETO) tracking of outreach and training for residents as part of campaign.
  - Participate in peer network with other Tech Organizers as part of the Smart

Communities Program and gain an effective knowledge of the field of community-based applications of technology and social media nationwide and translate relevant practices to local community as appropriate.

- Support the coordination of the local Smart Communities leadership team overseeing the campaign.
- Other projects as assigned.

**Performance Measures**

- Achievement of annual Pilsen BTOP and Smart Communities Project goals.
- Effective accomplishment of assigned responsibilities.
- Effective strategic development of relationships with peers, leaders and partners.
- Timely completion of all reports by Tech Organizer
- Successful management of key relationships with other organizations and staff engaged in local and citywide BTOP and Smart Communities efforts (i.e. Family Net Center, Business Resource Network, Digital Youth Network, Digital Youth Summer Jobs Program Partners, etc).

**Essential Knowledge and Skills**

- Bilingual in English/Spanish.
- Experience leading a community-based organizing, marketing and/or education campaign.
- Direct experience working in Pilsen preferred.
- A commitment to grassroots organizing, community-building and leadership development.
- Past experience providing leadership development training.
- Very strong people skills and demonstrated ability to work with youth and adults.
- Familiarity with the web and appreciation of its potential as a tool for building civic engagement.
- Excellent ability to lead community technology initiatives and the power technology can bring to community residents.
- Excellent writing and verbal communication skills.
- Excellent ability to work with people one-on-one and in group settings.
- Excellent ability to maintain detailed reports, familiarity with database systems preferred.
- Excellent understanding of technology-related issues, products, and services.
- Excellent presentation and training skills.
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**Special Working Conditions and Demands**

- Must be able to work some evenings and weekends.
- Ability to travel within city and sometimes out of state.

**Position Classification**

Full Time, Exempt. Salary commensurate with experience.

**Prepared By**

Alvaro R. Obregón

**Preparation Date**

June 4, 2010

**Statement of Equal Opportunity**

The Resurrection Project is an equal opportunity employer and does not discriminate on the basis of race, national origin, gender, or disability.