Job Description: Youth Action Team Organizer

REPORTS TO: Lead Street Team Organizer, Interim Director of Organizing and Deputy Director of Movement Building

LOCATION: School 77(429 Plymouth Avenue, Buffalo) and Grant Street Neighborhood Center (271 Grant Street, Buffalo)

COMPENSATION: 10 Hours per Week; $15 per Hour; Bi-Weekly Payments

PUSH BUFFALO’S MISSION: The mission of PUSH Buffalo is to mobilize residents to create strong neighborhoods with quality, affordable housing; to expand local hiring opportunities; and to advance economic and environmental justice in Buffalo.

JOB SUMMARY: The ideal candidate will be able to be flexible and adapt to working with neighborhood residents in Buffalo to build power to advance economic, environmental, and housing justice. The Youth Action Team Organizer will build relationships with youth at the Grant Street Neighborhood Center (GSNC) and others, primarily on Buffalo’s West Side. The Youth Action Team Organizer will also build identify the most pressing needs of youth at the GSNC and in the surrounding neighborhoods to build issue-based campaigns around (For Example: Transportation, education, and mass incarceration.) The Youth Action Team Organizer will also assist with building out systems within the GSNC to make it more participatory in terms of programming and budgetary priorities, in collaboration with the Youth Organizing Manager and GSNC Manager.

Daily duties, activities, and responsibilities of the Youth Action Team Organizer will include but are not limited to voter registration and engagement, as well as providing assistance to PUSH Buffalo’s Housing Justice and Climate Justice campaigns, base-building, data entry, and other tasks as needed.

The ideal candidate must be relational with the ability to ask tough questions, bring a willingness to learn and good attitude, be part of a team, and feel comfortable engaging in peer to peer interactions.

REQUIREMENTS:

Basic computer knowledge and skills
Office culture and how to use printers, scanners, telephones, email, etc.

Data entry and record keeping basics, or at least a willingness to learn such systems

Facilitation skills

Ability to learn how to conduct a One-on-One

How to create a script

Basic phone banking skills and etiquette

Basic canvassing knowledge and/or skills

QUALIFICATIONS:
Working papers
High school student between the ages of 14-18 years old
Work well in a team
Creative, innovative, flexible, and enthusiastic self-starter

PHYSICAL REQUIREMENTS
Standing and walking for large periods of time as part of canvassing duties
Working in cold and hot environments, depending on the temperature outside and in various buildings.
Potentially some light lifting, no more than 25 pounds