



115 E 106th St #3, New York, NY 10029 | cvhaction.org | [@cvhaction](https://twitter.com/cvhaction)

WESTCHESTER BASE-BUILDING ORGANIZER

[Based in Westchester County with travel to chapters and actions as needed]

ORGANIZATION OVERVIEW

Community Voices Heard (CVH) is a member-led, multi-racial organization principally composed of women of color and low-income families in New York State. Founded in 1994 by welfare recipients in the Hudson Valley working to fight unjust welfare policies, CVH tackles tough issues and builds power to secure racial, social and economic justice for all New Yorkers.

Through grassroots organizing, leadership development, policy changes, and creating new models of direct democracy CVH is creating a truly equitable New York State. CVH's core organizing issues include: housing justice, equitable development, economic justice, and a participatory and open democracy.

CVH is working to build a society in which the systems that govern foster racial, social and economic justice not exploitation – particularly for low-income people of color. CVH seeks a society in which all people – regardless of their race, ethnicity, religion, age, gender expression, sexual identity, citizen status, primary language, and ability – are treated with mutual respect and where privileges of one group do not exist.

For more information, go to cvhaction.org.

POSITION OVERVIEW

Community Voices Heard is seeking a Base-Building Organizer for our Westchester chapter to recruit, engage, and develop member leaders and strengthen our organizing base through relational organizing.

This role is primarily focused on outreach, leadership development, committee building, and sustaining a strong membership structure that drives member-led campaigns. The Base-Building Organizer will play a key role in expanding CVH's presence in Westchester

and deepening engagement with directly impacted communities.

Successful applicants will have experience engaging in the relational organizing model and demonstrated ability to build strong teams of members, support campaign work, and develop grassroots leadership.

The Base-Building Organizer reports to the Lead Organizer and works closely with organizing staff, policy, communications, and member leaders.

KEY RESPONSIBILITIES

- Conduct consistent outreach, including door knocking, community canvassing, and outreach in target neighborhoods and buildings
- Hold regular one-on-one meetings with existing and prospective member leaders
- Recruit and develop new members into active leadership roles within CVH
- Organize Know Your Rights trainings, meetings, and leadership development spaces
- Build and sustain organizing committees that move campaigns forward
- Support and staff member-led issue teams and campaigns
- Develop member leaders to participate in meetings with elected officials and public forums
- Plan and execute direct actions as part of broader campaign strategies
- Mobilize members and leaders for actions, trainings, and statewide campaigns
- Maintain accurate tracking of outreach, membership engagement, and leadership development

IDEAL CANDIDATES WILL HAVE:

- At least two years of community, labor, political, or grassroots organizing experience
- Experience using a relational organizing model
- Strong experience in base-building and leadership development
- Experience moving people into action and sustaining engagement over time
- Ability to work independently in a fast-paced, community-based environment
- Demonstrated experience organizing across racial, cultural, and language lines
- Experience working in a grassroots membership or social justice organization
- Deep commitment to building long-term power with low-income communities of color and their families

- Spanish proficiency strongly preferred (especially for Westchester outreach)

How Success is Measured:

- Growth in active membership and trained member leaders
- Strong, sustainable organizing committees in Westchester
- Member-led campaigns that build collective power and win concrete change
- Increased leadership capacity among members and staff
- Visible, strategic actions that advance CVH's mission and public impact

COMPENSATION AND BENEFITS

Salary range: \$50,000 – \$65,000 (commensurate with experience)

Community Voices Heard offers a comprehensive benefits package designed to support staff health, well-being, and long-term growth:

Health & Wellness

- 100% employer-paid medical, dental, and vision coverage
- CVH-funded Health Reimbursement Account (HRA) – \$800 annually
- Access to pre-tax Ameriflex benefits, including Flexible Spending Account (FSA) and Dependent Care Account (DCA)
- TransitChek commuter benefits program
- 12 paid sick days annually

Time Off

- 15 paid vacation days during the first two years (after six months of employment)
- 20 paid vacation days after 2–5 years
- 25 paid vacation days after 5+ years
- 11 federal holidays
- 2 floating holidays annually
- Office closures during Thanksgiving and Winter Holidays (typically the week between Christmas and New Year's Day)

Professional & Financial Support

- 403(b) retirement plan (eligible after six months of employment)
- Up to \$1,500 annually for professional development
- Ongoing staff trainings, retreats, and leadership development opportunities
- Annual feedback and performance review process

- Opportunities to engage in high-impact campaigns, power-building spaces, and relationships with community leaders and elected officials

This position requires flexibility, including evening and weekend work tied to organizing campaigns, member meetings, and public actions.

To apply

Please email a resume, names of three references and a cover letter detailing your interest in this position and the organization to: **jobs@cvhaction.org** with "Westchester Base-Building Organizer" in the subject line.

As an Equal Opportunity Employer, CVH strongly encourages people of color, women, and LGBTQ individuals to apply.

Resumes will be accepted until the position is filled.