

Title: Community Organizer

Employment status: Permanent FTE, non-exempt.

Compensation: \$22-26/hour, commensurate with experience; 32/hours a week

Benefits: Up to 4 weeks PTO (Accrued, includes both vacation time and sick time); plus 11 paid holidays; a fixed monthly amount toward health insurance or retirement fund.

Background: The Phillips West Neighborhood Organization (PWNO) is part of a city-wide network of neighborhood organizations charged with equitably engaging residents in a variety of civic participation activities in accordance with City of Minneapolis Neighborhood & Community Relations initiatives and policies.

PWNO is organized under Minnesota statutes Chapter 317A and elects to also be governed by the statutory provisions governing "neighborhood organizations" as described in Minn. Stat. 317A.435.

The mission of **PWNO** is to engage the diverse voices of all those who live, learn, work, and play in Phillips West in order to advocate for greater individual well-being and community empowerment. PWNO aims to be an inclusive and accessible hub of resources, information, and connection for all in Phillips West.

Oversight and Leadership Structure: The Community Organizer will report directly to the Executive Director, overseen by the Board of Directors. The Personnel Committee, made up of board members, is responsible for personnel issues and policies.

Position Description:

Reporting to the Executive Director and the Board Chair, the Community Organizer will be responsible for coordinating outreach to community members and developing relationships with neighbors and managing PWNO's public programs.

### **Program Management and Event Execution**

- Work closely with Neighborhood Development Committee (board members and volunteers) to execute PWNO's four annual events
- Explore opportunities for other flagship programs, including coordinating with Americorps VISTA Tenant Organizer to develop a longer-term housing program
- Collaborate with local organizations to offer PWNO's capacity in executing their programs
- Facilitate regular community meetings and other community-led efforts (i.e., community members reaching out to organize around a particular issue)

## **Community Outreach and Communications**

- Outreach and recruitment for programs, events and committees including door knocking, phone banking, text banking, and tabling efforts
- Maintain member database including management, tracking and follow-ups
- Develop and maintain relationships with residents and neighborhood organizations with potential member bases (e.g. schools, businesses)
- Assist in execution of communications, including drafting monthly newsletter and social media posts

## **Other**

- Support Executive Director in execution of strategic plan
- Attend and staff other events/programs as needed
- Assist in grant writing and fundraising efforts as requested by the Executive Director
- Other duties as assigned

## **Required Qualifications**

- Education in a relevant field (e.g. communications, outreach, organizing, programs)
- Two years of relevant job, internship, and/or volunteer experience
- Experience and skill using design software (e.g. Canva, Illustrator)
- Familiarity with Google Suite products (google docs, sheets, gmail, drive, forms, etc.)
- Social media fluency
- Clear and coherent written skills; ability to effectively communicate information across a variety of platforms
- Flexible schedule to accommodate work during some evenings and weekends
- Strong interpersonal and organizing skills
- Demonstrated ability to hold engaged conversations and work with people across the neighborhood from a variety of backgrounds and identities, including age, race, gender, income level, and ability
- Attention to detail, follow-ups, and data-tracking
- Ability to self-direct, delegate, and work collaboratively

## **Desired Qualifications:**

- Fluency in either Spanish or Somali
- Live in and/or have familiarity with the Phillips West neighborhoods
- Experience with volunteer management, community outreach, and/or base building

## **Application:**

To apply, please send a resume and cover letter to J Randolph (they/them), Executive Director, [hiring@phillipswest.org](mailto:hiring@phillipswest.org). Apply by March 1st for priority consideration. We will accept applications on a rolling basis.