

Seward Neighborhood Group is Hiring a Coordinator!

ABOUT SEWARD NEIGHBORHOOD GROUP (SNG)

Established in 1960, SNG is recognized by the City of Minneapolis as the official community engagement organization for the Seward neighborhood. SNG is committed to making the neighborhood more vital, livable, equitable, and sustainable – by building relationships, engaging all community members, promoting equitable and accessible development of the built environment, and acting as stewards of our natural environment.

SNG organizes community events, projects, and programs; connects residents to important resources; and advocates for policies that improve the lives of Seward residents. Our work is rooted in social justice, community connectedness, environmental consciousness, and the diversity of cultures and worldviews that makes us who we are.

ABOUT THE COORDINATOR POSITION

SNG is looking for a community-oriented Coordinator who will act as a key point of contact between the Seward community and the organization. The Coordinator will assist the board of directors and committees, and provide support for SNG's community engagement activities.

This is a part-time, contract position with flexible hours (approximately 15-25 hours/week) that reports to the SNG Executive Committee. Pay is \$30-\$40/hour, depending on qualifications. SNG will also pay for approved professional development related to the Coordinator position (up to \$1,000 per year). There are no additional benefits.

KEY RESPONSIBILITIES

Board and Committee Support

- Serve as an initial point of contact for Seward Neighborhood Group.
- Monitor organizational email account(s) and Google Voice account; respond to inquiries as needed; route messages to board members and committee chairs as necessary.
- As needed, assist the Board of Directors and the chairs of committees with agenda development, meeting materials, meeting notices, etc.
- Assist the Finance Committee, Executive Committee, and Board of Directors to develop an annual general operating budget and budgets for programs or projects, as needed.
- Assist with management of SNG's Google Drive.
- Monitor progress on the annual work plan.
- Assist with annual individual donor campaign and other fundraising.

Community Engagement

- Work in partnership with block clubs, building ambassadors, local interest groups, and other stakeholders to facilitate communication and support community advocacy.
- Assist with the coordination of programs, projects, and events as needed.
- Build and maintain collaborative partnerships with other organizations serving the Seward neighborhood including Seward Towers Corporation, Redesign, Inc., Seward Civic and Commerce Association, Seward Longfellow Restorative Justice, and Longfellow Seward Healthy Seniors.
- Build and maintain connections to the Longfellow Community Council and other neighborhood organizations.

QUALIFICATIONS

The ideal candidate for the Coordinator position will have all or most of the following:

- Demonstrated ability to build relationships with a wide range of individuals and organizations (e.g. community leaders, partner organizations, government agencies).
- Experience working with diverse communities and a demonstrated commitment to equity and inclusion.
- Community organizing and leadership experience.
- Demonstrated ability to work with volunteers.
- Excellent communication skills.
- Experience and/or training in the primary areas of responsibility.

We are looking for someone who is:

- Enthusiastic, outgoing, patient, and persistent.
- A self-directed self-starter.
- Connected to the Seward neighborhood.
- Team-oriented with strong leadership skills.

TO APPLY

To apply for this position, please send a resume and cover letter to: apply@sng.org with “Application for Coordinator Position” in the subject line. Applications will be reviewed starting on October 1, 2023. The position will remain open until filled. *SNG strongly encourages members of BIPOC and LGBTQIA+ communities to apply.*

Questions about the organization, the position, and the status of the application process are welcome. Please email any question to apply@sng.org with “Question” in the subject line.