

Seeking: Neighborhood Organizer

Seward Neighborhood Group / Nonprofit Community Organization

Part-Time | 20–25 hrs/week | Paid | In-Community

About the Role

We are looking for a passionate, self-directed community builder to serve as our next Neighborhood Organizer. This role is at the heart of our neighborhood — connecting residents, organizing events, supporting volunteers, and helping shape the programs and initiatives that bring our community to life.

This is not a traditional office job. It requires someone who will network and get to know the many stakeholders of Seward, can read the pulse of a neighborhood, seek out the voices that need to be heard, and take initiative without being told what to do next. **If building community is what drives you, you will find this work deeply rewarding.**

What You'll Do

Community Engagement & Outreach (40%)

- Attend Seward Neighborhood Group committee and Board of Directors meetings
- Create partnerships in the community by meeting with residents, business owners, local organizations, and local government
- Initiate one-on-one meetings with neighbors to listen, gather feedback, and identify emerging needs
- Collaborate with the Seward Towers Community Facilitator to involve Seward Towers' residents in the greater Seward community – and to involve residents of the greater Seward community to get involved in appropriate activities at the Towers
- Assist Executive Committee with administrative tasks as needed

Event Planning & Execution (20%)

- Plan, organize, and execute community events — from large-scale celebrations to small group activities. You won't need to attend every event, but ensure they happen.
- Oversee community programs that serve neighbors of all backgrounds

Volunteer Coordination (20%)

- Recruit and coordinate volunteers for events and ongoing programs
- Maintain a list of volunteers using digital tools
- Maintain follow-up communication to recognize contributions and sustain engagement

Communications Oversight (20%)

- Oversee the accuracy and relevance of neighborhood communications — including the newsletter, website, and Instagram, through neighbors, committee leads, local businesses and a communications consultant.

Who You Are

You are a connector. You notice who isn't in the room and you go find them. You are comfortable with ambiguity, energized by people, and committed to doing meaningful work even when no one is watching.

- Deeply motivated by community building and neighborhood wellbeing
- A strong relationship builder who earns trust across diverse groups of people
- Curious about the community around you – willing to ask open questions and hold space for disagreement
- Highly self-directed – comfortable setting your own priorities and pace, and know when to ask for help
- Organized and accountable— you follow through, coordinate moving parts, and keep things running
- People of color, people with disabilities, LGBTQ community members, women, and veterans are encouraged to apply

Skills & Tools

No formal degree is required. We care far more about what you've done and how you show up than where you went to school.

You should have interest or experience with:

- Event planning
- Community program development
- Volunteer recruitment, coordination, and follow-up
- Project management — juggling multiple initiatives with careful prioritization and consistency
- Written communication: newsletters, social posts, outreach, reports
- Public-facing facilitation and public speaking

Comfort with these tools is a plus:

- Google Workspace (Docs, Sheets, Gmail)
- Canva or similar design tools for basic graphics and flyers
- Email/newsletter platforms like Mailchimp
- Instagram and Facebook
- WordPress for basic website updates
- Google Meet or Zoom for virtual meetings

What to Expect

- Part-time to start: approximately 20–25 hours per week, with the opportunity to grow based on fit and organizational need

- A living wage (based on <https://mn.gov/deed/data/data-tools/col/>), starting at \$26.85 per hour, based on qualifications and experience
- Flexible schedule, though evening (as late as 8 pm) and weekend availability is often required for community events and meetings, totaling up to 7 hours per month
- Independent goal-setting — this role is for someone who is comfortable resolving issues as they find them and asking for help if stuck
- Collaborative environment with a volunteer board of directors, committee leaders, local organizations, and dedicated neighborhood volunteers
- Meaningful, visible impact in the community around you
- Experience grass roots organizing around a variety of issues
- Potential to connect with public leaders and elected officials in community, city, county and state roles

To Apply

If this sounds like the work you were made to do, we'd love to hear from you. Please share a brief introduction telling us who you are, what draws you to this role, and any relevant experience — formal or informal — that has prepared you for it. **Please email apply@sng.org with your introduction and/or any questions you may have about the role.**