

# **Seward Neighborhood Group**

## **Community Organizer Position Description**

*Last Edited 2/6/2020*

SNG is one of the oldest neighborhood organizations in Minneapolis. SNG was established in 1960 to make Seward a better place to live, work, and play. SNG and our neighborhood community have a history of welcoming and promoting diversity including but not limited to: race, ethnicity, religion, non-religion, culture, language, age, sexual orientation, gender, and socioeconomic status in our neighborhood. We recognize that this diversity is part of our strength and character, and wish to encourage all to be thoughtful, respectful and tolerant of others, especially those who have come to start a new life, to give opportunity to their families and to protect them from hatred, bigotry and persecution for any reason. **All are welcome here.**

**Position: 25 hours/week**

### **Responsibilities:**

- Organize SNG events: Earth Day Clean up, Community Iftar, Garage Sale Days, Garden Tour, King's Fair, Seward Winter Frolic, Annual Meeting
- Maintain regular office hours
- Manage participation by volunteers in all areas of SNG's work
- Coordinate programs, activities, and events for projects as they arise
- Write and edit bimonthly e-newsletter
- Facilitate the flow of information between residents, businesses, neighborhood groups, and local levels of government per direction of Executive Director
- Build relationships with and facilitate communication between committee members, research and prepare committee agendas, and take and distribute committee minutes
- Respond to inquiries about Neighborhood housing programs and refer people to housing resources
- Staff the Community Development Committee (CDC) and the Community Building Committee (CBC) and provide support for volunteer committees
- Work with CDC to implement items on the neighborhood transportation safety plan
- Evening and weekend work required

### **Skills and Experience:**

- Good written and verbal communication skills
- Experience in meeting and event management and a proven ability to successfully organize events is highly desirable
- Excellent project management and organizational skills
- Ability to work collaboratively and proactively, while balancing a variety of priorities and workload
- Demonstrated capacity to take initiative and work with a high sense of urgency

- Proficient in MS Office and Google Suite
- Demonstrated commitment to working with underserved communities and fostering cross-sector relationships
- Sense of humor
- Willingness to ask questions
- Bilingual a bonus

**Opportunities Provided by Seward Neighborhood Group (SNG):**

- Experience grassroots organizing around a variety of issues
- Experience learning how a non-profit, volunteer board of directors functions
- Contribute to the revitalization of an organization
- Work in a highly diverse office and community

**Compensation:**

- \$16 - \$22/hour (depending on qualifications)
- Generous vacation and sick-time offered

**How to Apply:**

- Send cover letter and resume to Kerry Cashman, Executive Director of SNG, [kerry@sng.org](mailto:kerry@sng.org)
- Please indicate “Community Organizer” in the subject line and within your cover letter
- Position is open until filled
- No phone calls please

Seward Neighborhood Group is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. Our goal is to have a diverse workforce that is representative of the neighborhood we serve. All employment is decided on the basis of qualifications, merit, and community need.