



## **Community Organizer Longfellow Community Council**

### **Position Description**

Reports to: Executive Director

Employment status: Full-time, permanent non-exempt

Salary: \$42,000 - \$48,000

Benefits: Health and Dental, Retirement plan, 20 days PTO plus 12 paid holidays

Schedule: Flexible hours. Some nights and weekends required.

Location: Currently working from home while we locate a new co-working office space in the Greater Longfellow neighborhood of Minneapolis.

Supervises: Volunteers

### **About the Position**

The responsibilities of this role are ultimately expanding and deepening the connection between residents, businesses and the Longfellow Community Council (LCC) in Greater Longfellow. The primary task is to increase and retain volunteer neighbor participation. The Community Organizer will accomplish this through sustained, coordinated efforts of volunteer recruitment working closely with the Executive Director and neighbor-leadership.

The Community Organizer will take what they hear from residents and the relationships they build to then organize campaigns and develop leadership who can prioritize solutions and strategies for change.

### **Position Roles and Responsibilities**

Community engagement, outreach and base building (60%)

- Engage the diverse community of Greater Longfellow to ensure the needs of historically underrepresented populations are being met through programming, grant resources, projects and events
- Conduct specific outreach to engage businesses, new residents, and unheard groups
- Manage and maintain member/volunteer database
- Establish new/enhance existing relationships with key local partners

- Support existing working groups and block clubs as needed
- Conduct door-to-door canvassing, community flyering, one-to-one's for relationship building, etc.
- Outreach tabling at LCC events as well as events outside the organization
- Create a welcome environment for all members
- Recruit and build a foundation of volunteers and leaders
- Assist Board committees with meeting facilitation and projects as needed

#### Campaign Development (25%)

- Establish processes for democratic participation from residents when choosing issues and determining clear solutions to problems
- Conduct community analysis sessions to determine campaign strategies and how to build power
- Leadership development

#### Event and Actions Coordination (15%)

- Facilitate community forums on matters of public interest
- Assist with neighborhood programs, meetings and event promotion/coordination as guided by the LCC Board and committees
- Recruit and support volunteers for LCC events

#### Administrative (5%)

- Weekly staff meeting
- Updating community calendar
- Data entry
- Reports
- Other duties as assigned

### **Requirements**

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

- Community organizing and leadership experience
- Demonstrated ability to manage volunteers
- Demonstrated ability to build relationships with a wide range of individuals and organizations
- Experience working with diverse communities and a demonstrated a strong commitment to racial justice, equity and inclusion
- Excellent communication skills - strong writing ability, comfortable giving presentations and leading meetings
- Ability to prioritize multiple ongoing projects and responsibilities
- Familiarity with Minneapolis neighborhoods
- Bilingual applicants are strongly desired (Common languages in Greater Longfellow include Somali and Spanish)
- Fully vaccinated against COVID-19 as defined by the Centers for Disease Control (CDC) or be willing to become vaccinated by start date (vaccination card will be required)
- Relatable degree or equivalent combination of education and experience

## Personal Qualifications

- Self-motivated; sees what needs to be done and does it
- Organized and detail oriented
- Flexible in work hours, but also in personal approach; willing to lead and follow
- Creative problem solver
- Clear communicator
- Enthusiastic, outgoing, patient and persistent
- Team-oriented, with strong leadership skills and a well-developed sense of camaraderie
- Adventurous and willing to jump into spaces they may not be familiar or comfortable with

## About LCC

The Greater Longfellow community is made up of four individual neighborhoods: Cooper, Hiawatha, Howe, and Longfellow. Together, these neighborhoods are represented by the Longfellow Community Council. LCC represents over 21,000 residents and more than 400 businesses, making it the largest neighborhood in Minneapolis both by population and geographic extent.

LCC serves Greater Longfellow by addressing the issues that make the neighborhood livable: community green space, food security, racial justice and safety, development projects, cultural activities, neighborhood attachment, affordable and quality housing, and more. LCC uses a community-organizing model to involve neighborhood residents in the decisions that impact their neighborhood, and is governed by an all-volunteer, community-elected Board of Directors. Together we seek to serve the community and all neighbors by focusing on 1) connecting neighbors to each other and to resources, 2) community identification of issues and solutions, and 3) leadership skill development.

## How to Apply

Send your resume and cover letter to Rachel Boeke at [rachel@longfellow.org](mailto:rachel@longfellow.org). Applications will be reviewed upon receipt; priority deadline of January 21, 2021. Position will remain open until filled.