



Nokomis East Neighborhood Association

Community Organizer Job Description

The Nokomis East Neighborhood Association (NENA) is hiring a part-time bilingual Community Organizer. This position will work with NENA's lead community organizer to implement the organization's outreach and engagements initiatives, including work with cultural communities, renters and grassroots leadership.

NENA's mission is to better the quality of life and build a sense of community pride by sponsoring actions which help our environment, businesses and homes. Our growing nonprofit organization serves the southeast Minneapolis neighborhoods of Keewaydin, Minnehaha, Morris Park and Wenonah. Our goals are to promote neighborhood improvement and revitalization, and to encourage citizen participation in civic affairs.

NENA is seeking a motivated candidate to join our neighborhood team who shares our passion and commitment to community-driven initiatives and place-based organizing. Visit www.nokomiseast.org to learn more about our organization.

Position Details:

Location: Minneapolis
Job Type: Part-time flexible schedule with 2-3 evenings/Saturdays per week.
Salary: \$16 - 18 per hour, depending on candidate qualifications and experience.
Benefits: Includes paid time off, matching retirement plan and training opportunities.

Primary Duties & Responsibilities:

The ideal applicant will have strong written and verbal skills in Somali and English, be a self-starter, organized, and have strong relational skills and experience with community outreach.

Outreach & Engagement (50%): The primary responsibility of this position will be to engage with English and Somali speaking Nokomis East residents. Along with the lead community organizer, this position will door-knock 50 weeks out of the year. Outreach strategies will engage underserved residents, solicit ideas, cultivate leaders and help build place-based programming leading the community to self-determined outcomes. The position will survey the East African community, recruit leaders and help plan events and secure resources of interest to the neighborhood.

Cultural Events (20%): NENA organizes and supports several annual events for Nokomis East residents and businesses. The community organizer will help organize and create cultural events reflective of the community. The community organizer will help organize and promote the Bossen Renters Party, Twin Cities Mobile Market stops and pop-up events, cooking classes, the Bossen Teen Leadership Group, National Night Out and other events. Also the community organizer will promote participation and volunteering at other NENA events such as the Minneapolis Monarch Festival, Green Fair, Annual Meeting and Night Before New Year's Eve celebration.

Training (15%): NENA will support the professional development of the community organizer through training in outreach and engagement best practices. The community organizer will be encouraged to participate in peer networking and relationship building. They will be required to attend the Neighborhoods Now! training with the Center for Urban and Regional Affairs (CURA).

Resource Networking (10%): The community organizer will research and establish connections with appropriate resource providers to share with the Somali-speaking community. Also the community organizer will organize meetings and other means to connect residents to resources. Research and compile a list of organizations that support the needs of the Somali community

Administrative Tasks (5%): Perform miscellaneous administrative tasks including written activity reports, providing Somali-language content for NENA communications, filling out timesheets, monthly staff reports, printing, copying, etc.

Candidate Qualifications

Required Qualifications:

- Fluent in Somali and English (written & spoken).
- 2+ years paid or volunteer experience with community development, community organizing, grassroots activism, and volunteer management and/or membership organizations.
- Proven track record of organizing and motivating people to accomplish mutually agreed upon goals.
- Strong people skills, integrity and the ability to speak with confidence and authority on behalf of the neighborhood.
- Excellent personal accountability, self-motivation and follow through skills.
- Able to work evenings and weekends (2-4 evenings per week) – door-knocking, meetings and visits.



- Able to lift 40 pounds, use stairs and walk/work in a variety of weather conditions.
- Access to transportation to attend meetings inside and outside of neighborhood.
- Strong computer skills (Microsoft Office programs) and administrative organization.

Preferred Qualifications:

- Experience organizing large public and/or cultural events.
- Experience with nonprofit project management.
- Strong facilitation skills and ability to manage conflict.
- Knowledge of community organizing theory and practice, community and economic development, grassroots activism, volunteer management and/or membership organizations.

How to Apply

Applications packets should include cover letter, resume, three references and a response to the following question (1 page limit). Complete applications should be emailed as PDFs to nen@nokomiseast.org no later than 5:00 pm on January 31, 2019. No phone calls please.

“Outline your thoughts on the importance of community organizing with under-resourced communities and communities of color for equitable change.”

EEO/AA Statement

NENA is an equal opportunity employer. NENA will not discriminate against any employee or applicant for employment on the basis of race, disability, color, creed, religion, ancestry, sex, national origin, affectional preference or sexual orientation, citizenship, age, veteran status, marital status or status with regard to public assistance.