

## **Beltrami Neighborhood Council Neighborhood Coordinator**

Beltrami Neighborhood Council (BNC), located in Northeast Minneapolis, seeks a self-motivated & energetic Neighborhood Coordinator. The BNC is a 501(c)(3), led by an 11-member Board of Directors and supported by a part-time Neighborhood Coordinator and Program & Outreach Administrator. Find more information about the BNC at [www.discoverbeltrami.org](http://www.discoverbeltrami.org).

The Neighborhood Coordinator position is a part-time position, 20-30 hours per week. Applicants must be willing to work 1-2 evenings per week and one weekend per month.

Primary Responsibilities:

### **Board Support**

- Support 11-member Board of Directors
  - Draft agendas, prepare board packets, make presentations
- Ensure all annual reporting requirements are being met
- Recruit, engage, and support board members

### **Committee Support**

- Support committees (existing: Executive, Housing & Livability, Events, Environment): set agendas, prepare documents, make presentations, take notes
- Recruit and engage committee members

### **Program Development & Administration**

- Manage all programs and projects (home security grant, community garden, park improvements, renter outreach, etc.)
- Supervise the programs and projects led by any other staff
- Develop new programs and projects, as directed by Board of Directors

### **Event Planning**

- Plan and manage BNC events: prepare and track budgets, volunteer recruitment & management, donation solicitation, advertising

### **Outreach & Engagement**

- Manage all outreach and engagement activities and the activities of any other staff (e-newsletter, social media, flyers, mailed newsletters)
- Identify and employ creative methods to engage community, especially underrepresented populations
- Engage neighborhood on issues (i.e. incoming housing development, crime, park issues, etc.)

### **Financial Management**

- Manage day to day finances (bills, Quickbooks entries, deposits)

- Track budgets and report discrepancies to Board
- Ensure adequate cash balances
- Prepare reports for Treasurer and Board of Directors
- Manage contracts (NRP, NPP, CPP) and grants
- Prepare annual operating budget
- Manage bookkeeper/accountant contract

#### **Office Management**

- Manage all day-to-day activity of the BNC
- Keep adequate records, both electronically and paper
- Manage insurance and workers comp coverage
- Manage any other staff hired by the BNC.

#### **Other**

- Other duties as assigned

#### **Required Education and Experience Requirements**

- Graduation from an accredited two or four-year college or university with a degree in Communications, Public Relations or related field.
- One or more years of professional related experience involving communicating with the public and other related areas.
- Or any equivalent combination of education, experience, and training that provides the required knowledge, skills, and abilities.

#### **Required Knowledge, Skills, and Abilities Requirements**

- Knowledge of public relations and public involvement techniques and strategies; knowledge of media relations strategies; working knowledge of project, department or program being represented.
- Knowledge of elements of web-page design; ability to write and oversee the design of promotional and informational materials.
- Ability to design and manage public involvement programs, communications materials and information strategies.
- Ability to establish effective working relationships with the media, employees, managers, citizens, appointed and elected officials; ability to work in a team environment and to work independently.
- Ability to communicate effectively, both orally and in writing; ability to make persuasive public presentations; ability to listen and respond to citizens and other customers on a variety of issues.
- Ability to accomplish goals using sound analytical and decision-making skills, and to creatively problem-solve complex issues.
- Must have vehicle for occasional business errands

#### **Preferred Qualifications:**

- Experience with contract management
- Experience with Quickbooks, Google Drive, Dropbox, and Wordpress
- Bilingual

**Physical Demands**

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work involves walking, talking, hearing, using hands to handle, feel or operate objects, tools, or controls, and reaching with hands and arms. Vision abilities required by this job include close vision and the ability to adjust focus. The employee may be required to push, pull, lift, and/or carry up to 20 pounds. The noise level in the work environment is usually moderately quiet.