

JOB DETAILS

<i>Employment -</i>	Contract 1099 Part/Full-time position reporting to the Executive Director
<i>Job Function -</i>	Outreach and Engagement Coordinator
<i>Industry -</i>	Non-profit Organization
<i>Pay Range -</i>	\$47,916 - \$62,500, plus benefits

The West Broadway Business and Area Coalition (WBC) provides services and performs functions with the goal of vitalizing West Broadway, the main commercial corridor of North Minneapolis. The WBC works towards this end by focusing on efforts in three main areas: Business Support and Recruitment, Place-making, and Planning, Zoning and Development.

The office is located on West Broadway in North Minneapolis. The office environment is busy and fast-paced and requires a high energy level as there is a sense of urgency related to the work of the organization. Learn more about WBC' s mission, history, and current programs at <http://westbroadway.org/mission/>.

PRIMARY RESPONSIBILITIES

- Provides outreach to inform and engage business owners, property owners, community organizations, residents, and other interested parties in the projects, programs, and activities of the WBC with the goal of increasing involvement and interaction with the WBC.
- Assists in developing a process for WBC constituents to access loan and grant funds via the WBC and other community lending and granting organizations
- Helps business and property owners apply for funds available through WBC and from community partner organizations
- Conducts research and develops reports on a variety of topics and issues related to the work of the WBC
- Develops and administers surveys, questionnaires, and other information-gathering tools
- Facilitates and convenes WBC constituents and other interested parties for the purposes of gathering input into services needs and engaging constituents in WBC projects, programs, and activities, and shared opportunities
- Develops and implements tracking tools to analyze outcomes, services provided and develops reports as needed.
- Works with and provides support to other staff, interns, consultants, and volunteers as needed.
- Researches, collects, and manages relevant economic and demographic data; (e.g., vacancy rates, median income, etc.)
- Maintains organizations' databases to ensure the information is comprehensive and up to date, e.g., owner and commercial tenant contact lists, non-profit organizations, and other entities in the West Broadway service area and north Minneapolis.
- Assist in the planning and support, and manage operations during major events.
- Other duties as assigned by supervisor.

QUALIFICATIONS

- Experience with community revitalization/development or general non-profit program management and program development experience
- Experience with community organizing and/or community outreach
- Experience working in communities of color and comfort being located in urban communities revitalization needs and challenges
- Experience with a wide range of software to include desktop publishing, Word, Excel, and Access
- Experience with database management
- Strong communication, strategic thinking, and time management skills
- The ability to have a flexible schedule. Some evening and weekend hours are required.

STRONGLY ENCOURAGED

- Community-based research skills.
- Knowledge of urban planning principles and practices
- Knowledge of north Minneapolis neighborhoods, businesses, and organizations
- Experience developing and/or maintaining communication tools, e.g., newsletter, brochures, website, etc.

WBC is striving to create an inclusive organizational culture. We strongly encourage applications from candidates who identify as Black, Indigenous, and People of Color (BIPOC), people who identify as LGBTQIA+ and non-binary, people living with disabilities, and people from marginalized communities. We are happy to discuss the steps we've taken to integrate Equity, Diversity, and Inclusion values into our workplace.

For considerations, please send your resume and cover letter in Word or Pdf. format to info@antonelli-associates.com with the subject line: WBC Outreach and Engagement Coordinator.