

**POSITION TITLE:** Community Outreach Intern

**CLASSIFICATION:** Contractor

**SUPERVISOR:** Charlotte Hughes, SNO Office & Outreach Manager

**LENGTH:** Three months, July 15th – October 15th (with some flexibility and opportunities to continue based on performance)

**HOURS AND PAY:** 8-10 hours per week, flexible schedule, \$20/hour

**POSITION SUMMARY:**

Sheridan Neighborhood Organization (SNO) is hiring two Community Outreach Interns to conduct community engagement efforts specific to Spanish and Somali-speaking communities in Sheridan Neighborhood. These interns will work together and with SNO's Office & Outreach Manager to build relationships, host events, and help SNO identify mechanisms for prioritizing language accessibility and removing existing racial and cultural exclusion in our work and in the neighborhood generally.

This job will fit best with someone who is excited about meeting new people, building relationships, and helping identify & address people's changing needs.

**MAJOR AREAS OF RESPONSIBILITY:**

- Support interpretation at SNO community meetings and translation of SNO materials into Spanish and/or Somali as needed.
- Support social media outreach through Instagram, Facebook, and other platforms.
- Establish connections with neighborhood businesses, institutions, and community groups that serve and/or are led by Latinx and Somali neighbors.
- Establish connections with Latinx and Somali residents of the neighborhood, especially focusing on renters/tenants.
- Grow community relationships through follow up conversations, phone calls, and community meetings as determined appropriate.
- Maintain community relationships through a database or other recording platform.
- Plan and host at least one community event specific to Spanish or Somali-speaking communities in Sheridan.
- Create a community outreach plan that identifies priorities and provides solutions in connecting with our Spanish and/or Somali speaking community. Present this plan to the SNO Board of Directors at end of internship for consideration.

**REQUIRED SKILLS AND ABILITIES:**

- Dual language proficiency in English and either Spanish or Somali
- Comfortability having conversations with strangers and speaking to small groups
- Proficiency with Google Suite products (particularly Gmail & Google Drive) and ability to learn other applications as needed, including Zoom, Mailchimp, Microsoft Teams, and Asana
- Clear and direct communication, both written and verbal, with co-intern and supervisor

- Ability to prioritize and complete tasks
- Ability to travel to and around Sheridan Neighborhood regularly

**POSITION REQUIREMENTS:**

- 18 years of age or older
- This position is a combination of remote and in-person work; all in-person work will take place within the Sheridan neighborhood. Interns will be expected to find their own transportation to Sheridan as needed
- When working in the Sheridan neighborhood, interns will have access to the SNO office, computer, and printer. Interns will require computer and phone access outside of the SNO office. If interns do not have a computer at home, we can discuss providing a loaner computer.
- This position will require a fair amount of walking for activities such as door-knocking, hanging up flyers, and outdoor meetings. If an applicant has mobility limitations, SNO is committed to making accommodations accordingly.

**APPLICATION:**

To apply for this position, please send an email with 2-3 paragraphs about why you think you are a good candidate for this position to [sheridanneighborhoodmpls@gmail.com](mailto:sheridanneighborhoodmpls@gmail.com) along with a list of any relevant work, school, or community experience. Applications are due by July 12<sup>th</sup>, 2021 at 5pm.

Thank you for applying to work with the Sheridan Neighborhood Organization!