

Sheridan Neighborhood Organization (SNO)



POSITION TITLE: Office and Outreach Manager

CLASSIFICATION: Contractor

SUPERVISOR: Joy Smallfield, SNO Board President

HOURS: 30 hours per week, part time with flexible schedule

POSITION SUMMARY:

The Office and Outreach Manager is responsible for the operation of office activities for Sheridan Neighborhood Organization and community outreach efforts in the Sheridan Neighborhood. This position requires the applicant to work with the SNO Board of Directors, committee chairs, volunteers, and bookkeeper to assist in outreach efforts and project management. Neighborhood events and meetings require weekend and evening participation.

MAJOR AREAS OF RESPONSIBILITY:

General Office Management

- Make, answer, and direct calls
- Process incoming and outgoing mail
- Read and respond to emails
- Track and order office supplies
- Maintain a well-organized and clean office
- Maintain organization records and filings
- Work with the SNO Treasurer and Bookkeeper to keep track of and coordinate bill payments, donation deposits, and financial reporting

Website, Social Media, and Newsletter

- Create appealing and informational graphics for SNO's meetings, events, and programs (Canva)
- Maintain SNO's website (Squarespace) with announcements, upcoming meetings and events, meeting agendas and minutes, program info, etc.
- Regularly post to social media channels (Facebook, Instagram, Twitter, Nextdoor) with upcoming meetings, events, and other pertinent information
- Send bi-monthly e-newsletter (Mailchimp) including relevant neighborhood and City information to SNO contact list

Engagement

- Design flyers and postcards (Canva), get them printed, and oversee distribution
- Schedule and manage ongoing door-knocking with volunteers
- Participate in committees as requested by the Board
- Facilitate partnerships / collaborative programming with other NE neighborhood orgs
- Seek out participation and input from local businesses, including sponsoring quarterly community meetings

- Support board recruitment efforts prior to SNO's annual meeting
- Coordinate [SNO's Engagement Plan](#) efforts to increase diverse engagement

Meeting Support

- Attend monthly Board meetings which are currently online (Zoom). When meetings are held in person, tasks include coordinating meeting spaces, set up, and tear down
- Work with the Board to create agendas and ensure minutes are taken and approved
- Recruit local representatives and nonprofits to present at appropriate meetings
- Coordinate translation / interpretation services for meetings and events as needed
- Plan and schedule Board trainings on a semi-regular basis as determined by board

Events and Programming

- Orchestrate events such as the Plant Giveaway, Clean-up Days, the annual Ice Cream SNOcial, the Community Health Fair, and the bi-annual SNO Ball fundraiser
- Participate in Art-A-Whirl, Open Streets, and other Northeast or city-wide efforts
- Manage programs with help from collaborators including: Home Repairs, Micro-grants, Renter's Program, Community Gardens, and Greening Initiatives. Help establish new programs as recommended by the Board and community
- Seek out funding sources and apply for grants consistent with goals set by the Board
- Be the point of contact between SNO and the Neighborhood and Community Relations (NCR) department about program requirements and contracting

POSITION REQUIREMENTS:

- Minimum 2 years in a community organizing position with a vested interest in collaborative engagement
- Proficient in Microsoft Office, Google Drive, Mailchimp, Squarespace, social media
- Excellent written and oral communication skills
- Self-motivated, driven, ability to work independently and take direction
- Organized, detailed, efficient
- Familiar and passionate about Northeast Minneapolis
- Demonstrated "Customer Relations" skills
- Ability to carry up to 40 pounds.

PAY:

This is an independent contractor (1099) position. Sheridan Neighborhood Organization is an EEO Employer. Hourly pay range is \$30 - \$35 per hour depending on experience, which accounts for a phone stipend and health care stipend. No other benefits are offered with this position.

APPLICATION:

The position is open until filled. We will be reviewing applications the week of 12/6/21. Please send a cover letter, resume, and 3 professional references to sheridanneighborhoodmpls@gmail.com.