



PROGRAM COORDINATOR – BCLI PROJECT

Nexus Community Partners is a community-building intermediary whose mission is to “build more engaged and powerful communities of color by supporting community-building initiatives and foster social and human capital.”

Nexus Community Partners seeks a full time Program Coordinator (40 hours a week with a salary range of \$35,000-\$42,000 and benefits) to support the Boards and Commissions Leadership Institute (BCLI). The BCLI is a seven month leadership development program that identifies, trains, and places communities of color and other underrepresented communities on publicly appointed boards and commissions in support of an equity agenda.

Position Responsibilities

- **Program logistics and coordination** including monitoring BCLI project-level work plans and appropriate logistics and expenses; staffing and coordinating of the program’s all day sessions, program launch, graduation, issue series, alumni and other program related events; managing and co-creating agendas and coordinating speakers for BCLI programming; updating key BCLI documents; participating in curriculum development; supporting the program’s evaluation efforts and preparing related reports; and participating in learnings with other BCLI partners across the United States.
- **Developing and managing BCLI communications** including program outreach materials, weekly emails to fellows, alumni communication, website updates and blogs, management of the BCLI cohort website, and coordinating communication with trainers and speakers.
- **Coordinating the BCLI cohort formation process** including outreach, interviews and selection, as well as cohort member, nominator, and alumni support.
- **Assist in researching** the appointment process and influence of key boards and commissions in the Twin Cities region.
- **Provide support as needed for other projects** such as the broader evaluation and communication for Nexus.
- **Function effectively as a team member and problem solver** in order to ensure that the goals and objectives of Nexus are met.
- **Develop community awareness of Nexus** and be a positive, dynamic presence for Nexus.

Qualifications:

- Bachelor’s degree preferred and 1-2 years relevant experience. Or 3-4 years of relevant experience. Preferred areas of study and/or experience include: political science, ethnic studies, community development, sociology or related fields.
- Program management experience required.
- Understands and embraces efforts that promote racial, social and economic equity and asset-based community change.
- Demonstrated understanding of the role culture and history has as a foundation for building strategies in cultural communities.
- Experience in community engagement or organizing.
- Non-profit organization experience a plus.
- Ability to manage multiple projects and deadlines. Strong project management, time management and priority setting skills are necessary.
- Experience working cross culturally to achieve understanding and results. Ability to establish and maintain trust readily with a diverse set of partners.

- Experience working in partnerships and collaborations, across sectors and with multiple partners. Requires ability to work with diverse groups and parts of the community, and to be able to mediate, negotiate, build consensus, and resolve conflict.
- Excellent oral and written communications skills.
- Proficient computer skills including Microsoft Office programs (Excel, Word, Power Point, Publisher), and ability to work with Wordpress and Google Sites. Design skills a plus.
- Must have vehicle available for use; and ability and willingness to travel.

The ideal candidate would be able to start late September 2015.
The Program Coordinator will report to the BCLI Program Director.

Qualified candidates should send a resume and cover letter via email by 5pm, Friday, 8/21/15 to:

Felicia Ring
Nexus Community Partners
2314 University Ave W, Suite 18
St. Paul, MN 55114
Email: fring@nexuscp.org
<http://www.nexuscp.org>

NO PHONE CALLS PLEASE

NEXUS IS AN EQUAL OPPORTUNITY EMPLOYER