



Community Engagement Coordinator
Nexus Community Engagement Institute
Nexus Community Partners
In partnership with Public Allies Twin Cities



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 fostering social and human capital. Nexus Community Engagement Institute advances and strengthens communities through equity-based community engagement, both locally and nationally.

Public Allies Twin Cities is a social justice organization committed to changing the face and practice of leadership by recruiting and training talented young leaders, with a passion for social impact, to create meaningful change in our community. Our Allies are diverse, equity-centered, innovative problem solvers, dedicated to mobilizing community assets to develop solutions to local challenges. In partnership with nonprofit partners, we deliver our nationally recognized, values-driven, results-led apprenticeship to advance our mission to create a just and equitable society and the diverse leadership to sustain it.

Position Description

Nexus is seeking a Community Engagement Coordinator to support the growth, transformation and advancement of Nexus Community Engagement Institute (NCEI). This position will support the development of community engagement curricula, program and institute evaluation, and creation of communications materials including community engagement tools and resources. The Community Engagement Coordinator will be an active team member and leader of NCEI, providing co-facilitation, community engagement and relationship-building in community, as well as help in coordinating and participating in the 2020-2021 NCEI strategic planning process. The Community Engagement Coordinator will report to the NCEI Co-Director.

Position Functions and Responsibilities

Curriculum Development (40%)

- **Support the transition of in-person training content to virtual content** for community engagement learning opportunities including Tapping the Potential of Community Engagement series, Engaged Learning Series, consulting services, etc.
- **Support curriculum development and facilitation** for local and national learning opportunities including webinars, trainings, train-the-trainer workshops, practitioner convenings, and cohort programs of the Institute.
- **Plan and coordinate program and meeting logistics** for the NCEI trainings and convenings.
- **Assist in the development of proposals and contracts** for consulting projects for NCEI.

Evaluation, Communications and Capacity-Building (35%)

- **Support data collection and evaluation** of NCEI bodies of work in order to evaluate goals and accountability with internal/external partners and community, including coordinating, facilitating and synthesizing listening sessions, surveys, one-on-ones, etc., with partners and community members.
- **Support the development of communications** for NCEI including promotional and outreach materials, the production of tools and resources, blogs, website content, and social media.
- **Enhance and support the creation of community engagement tools** based on evaluation and community feedback to further advance the work of NCEI and the field of community engagement.

Outreach and Engagement (25%)

- **Coordinate and participate in NCEI Advisory Committee meetings and strategic planning** that help shape direction, strategy and implementation of the Institute.
- **Actively build connections, locally and nationally** on behalf of NCEI that will enhance the work and continue to grow the field of community engagement.
- **Participate in the development and delivery of presentations** at forums, conferences, workshops, etc.
- **Develop community awareness of Nexus** and be a positive, dynamic presence for Nexus.

Desired Knowledge and Skills:

- Understands and embraces efforts that promote racial, social and economic equity and asset-based community change, including knowledge of the role of culture and history in community.
- Ability to establish and maintain trust readily with a diverse set of partners and team members.
- Demonstrated understanding of or experience with authentic community engagement.
- Function effectively as a leader and problem solver in order to meet the goals and objectives
- Collaborative nature and high capacity to work cross-culturally to achieve understanding and results.
- Self-motivated and strong capacity to take initiative.
- Detail-oriented with demonstrated ability to manage multiple projects and deadlines.
- Experience with, or desire to learn, designing and developing high quality, interactive programs and curriculum.
- Experience with, or desire to learn, facilitating convenings and interactive spaces with culturally diverse groups.
- Knowledge and/or experience with quantitative and qualitative evaluation and data collection methods and tools.
- Knowledge of and/or experience working with online meeting/learning medium such as Zoom, Microsoft Teams, GoToMeetings, Google Jamboards, Mural, Blackboard, etc.
- Knowledge of marketing/communications including blogs, social media, etc.
- Proficient computer skills including Microsoft Office programs (Excel, Word, and PowerPoint).
- Design skills are a plus, though not a requirement.
- Access to remote workspace during COVID (Nexus will provide laptop and office supplies. Physical workspace can be provided if needed. All Nexus staff are working remotely during COVID).

This is a 10-month Public Allies Twin Cities commitment: September 2020 – June 2021.

The ideal candidate will attend Public Allies Twin Cities Core Training the week of September 9-11, 2020, and will begin their first day of placement at Nexus Community Partners on September 14, 2020.

Public Allies receive a \$1500 monthly stipend, and are provided with health coverage including childcare benefits, if eligible, by Public Allies Twin Cities. Public Allies also receive over 300 hours of rigorous training in nonprofit mechanics and values-based leadership.

Nexus provides a \$750 monthly housing stipend. Nexus has a wellness program that offers \$500 of reimbursable wellness dollars each year, and staff wellness events. Nexus provides \$70 monthly cell phone and \$50 monthly gym membership stipend.

NEXUS IS AN EQUAL OPPORTUNITY EMPLOYER
Qualified Black, Indigenous, People of Color (BIPOC) and LGBTQIA+ candidates
are strongly encouraged to apply.

**Qualified candidates should apply through the Public Allies Twin Cities portal by
Wednesday, August 5, 2020: <http://apply.publicallies.org>**

Questions about Public Allies Twin Cities: contact Latosha Cox at latoshac@pillsburyunited.org

Questions about the position or NCEI should be directed to:

NCEI@nexuscp.org

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