

Community Coordinator

District 6 Planning Council is searching for a candidate to perform community outreach for the Invest Saint Paul area as well as the District 6 Planning Council area. This person would assist staff in community engagement, Invest Saint Paul projects, block club work, crime and safety and work to ensure the highest quality of life for our community. The candidate should be well organized, be a team player, be familiar with the North End/South Como community, be familiar with City departments, willing to take direction, familiar with GIS mapping and be willing to learn. The candidate should also be comfortable speaking in public and working with a variety of people. This is a three quarters independent contracting position and compensation scales are available. This position is contingent upon funding and levels of funding. A more detailed job description is available upon request. Please send your resume to: District 6 Planning Council, 213 Front Avenue, Saint Paul MN 55117 or district6@qwestoffice.net by February 15, 2010 and include at least three verifiable references.

Position Description

Will possess the ability to relate to persons of all ages and of diverse backgrounds, skills and abilities

Will possess strong verbal and written communication skills and have excellent organizational skills with computer skills in Microsoft Office.

Must be able to establish work priorities and coordinate multiple projects simultaneously and be able to organize workload, as well as be able to adjust and be flexible with changing work needs and demands

Knowledge of digital cameras and Photoshop a must

Knowledge of event planning is preferred.

Familiarity with GIS mapping preferred

Must be willing to check on the status of projects and spend time out of doors.

Block Clubs

- Track and map existing block club areas
- Maintain a database of block clubs and block leaders
- Target areas for block club outreach
- Conduct block club outreach
- Assist block leaders in coordinating block meetings
- Provide technical assistance to block leaders
- Obtain resources for block leaders
- Attend Block Club Meetings as assigned Provide crime prevention stats and monthly updates to block leaders and Board Members
- Promote District 6 activities and events to block leaders
- Evaluate and document activities existing block clubs

Provide Information Activities/Materials to Block Clubs/Residents and Owners

- Produce and/or provide crime prevention materials as needed
- Coordinate with Executive Director concerning quarterly educational forums

Develop, Maintain, and Increase Relationships with Crime Preventions Professionals

- Attend monthly Western and Central District Police meetings as assigned
- Attend quarterly Crime Prevention Coordinators meetings
- Attend other meetings as assigned
- Attend the North End Justice Meetings as assigned

Inform the District 6 Board of Crime Prevention Programs/Activities

- Provide the District 6 Board with a monthly report of coordinators activities
- Provide the board with a year-end report/evaluation
- Inform the board of key events/activities
- Attend board meetings as assigned

Other Duties

- Assist with Neighborhood Clean-ups
- Conduct Community Outreach
- Work with the Community Building chair and committee
- Work on Community Engagement
- Conduct Outreach as assigned

Other duties as deemed necessary or assigned

Community Engagement/ Invest Saint Paul

- Prepare and organize community meetings
- Inventory Community Assets
- Develop working relationships with community to undertake jobs that both improve the community and build community.
- Assist with Events-planning, set-up
- Attend Block Club Meetings
- Attend Community Meetings
- Set-up ISP meetings
- Map all Data
- Mapping Block Clubs and Attendance
- Other duties as assigned

Independent Consultant Positions

Carry Liability Insurance-if necessary

Pass a Background Check-if necessary

