

Employment Posting

Membership Services Coordinator

Date Posted: 2/7/2019

The Minnesota Community Action Partnership (MinnCAP) is the membership association for Minnesota's 24 private, nonprofit Community Action Agencies which deliver programs like Head Start, Energy Assistance, Weatherization as well as a wide array of self-sufficiency, nutrition, housing and transportation services. We are the largest social services network in the state annually serving 500,000 lower income Minnesotans in all 87 counties. MinnCAP provides information, professional development, and technical assistance to enhance the capacity of Minnesota's local Community Action Agencies to serve as effective, responsive community resources. (www.minncap.org)

Position Overview:

MinnCAP's members are experiencing an era of transformational change. One primary role of this position will be focused internally within our association on identifying and addressing organizational development and training needs in a highly collaborative environment. A second primary role for this position will be external communications including social media. A range of special projects will be the third focus. This position offers exceptional opportunities for career development for a candidate possessing an "I got this" attitude and skill set.

This position requires:

- excellent interpersonal skills and consumer orientation,
- superior attention to detail
- ability to analyze complex topics and succinctly summarize findings,
- excellent writing and editing skills (English)
- ability to simultaneously manage multiple projects and events in a highly organized manner
- ability to work with very diverse populations – ethnic, economic, political and geographic.

To be successful in this role, the Coordinator will need to have a substantive understanding of, and appreciation for, public policy and structures of government. General experience with evidence-based learning principles, social media metrics, and organizational operations are preferred, as is specific experience with Head Start and Community Action Agencies.

This newly created, salaried position is for two-years at 32 hours per week.

Responsibilities:

- Assess members' capacity building needs, both board and staff.
- Collaborate with key partners to design, deliver and evaluate capacity building activities.
- Manage all aspects of training events
- Manage online presence.

- Manage written communications.
- Respond to emerging opportunities and manage special projects
- Other duties as assigned, including analysis related to core association operations.

Work Relationships and Scope:

Reports directly to Executive Director. Regular interactions with members, as well as community and government partners.

Performance Expectations:

Highly self-directed. Very well organized. High quality, accuracy, thoroughness, reliability and timeliness of work. Responsiveness to needs of members and partners. Highly effective interpersonal communications. Development and maintenance of long-term professional relationships. Ability to adapt in rapidly changing environments.

Skills and Qualifications

- Master's Degree in related field or, Bachelor's Degree with sufficient related nonprofit experience. Experience in lieu of formal credentials will be considered.
- At least five years of professional experience relevant to position
- Organizational development experience
- Social networking experience
- Ability to organize and manage multiple projects
- Ability to work independently
- Excellent team player
- High quality written and verbal communication skills
- Demonstrated ability to quickly master new subject matter and acquire new skills
- Demonstrated public speaking and small group presentation and facilitation skills
- Knowledge of government structures
- Strong understanding of poverty, its causes and conditions and its impact on individuals and communities. A passion for social justice is helpful.

Working Conditions

Some flexibility of hours worked. Occasional participation in early breakfast meetings and evening events is expected. Work is largely performed in a modern, accessible office environment with minimal chance for personal injury. This position requires the ability to frequently travel in the metro area and occasionally throughout Minnesota, including overnight. Ability to use own vehicle is helpful.

MNCAP is committed to creating a diverse environment. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

Salary: This is a 4-day per week salaried position starting in mid-\$40s with generous benefits package.

Application:

Applications will be accepted until Friday, March 1.

Please submit a cover letter along with a current resume and a recent written work product relevant for the position to:

Leahpauletti@minncap.org