

Lake Street Council Job Posting

Engagement Specialist



About the Lake Street Council

The Lake Street Council is a non-profit organization that engages, serves, and advocates for the Lake Street commercial corridor of South Minneapolis and its neighborhoods. We encourage visitors to come to Lake Street, provide assistance to businesses, and plan for the improvement of the Lake Street corridor. Learn more about us at www.lakestreetcouncil.org and www.visitlakestreet.com. Video at <https://vimeo.com/190278268>.

Position Purpose

The Engagement Specialist will support the work of the Lake Street Council by engaging business owners and managers in our programs. The Engagement Specialist is responsible for reaching out to business community stakeholders, building relationships, and managing business support programs. Somali language proficiency and cultural competency is preferred.

Position Details

The Engagement Specialist position is a new full time position that is currently funded for 16 months through August 2018. The position reports to the Executive Director and works closely with and under some direction of the Outreach and Services Manager. The Engagement Specialist will work primarily weekday/daytime hours with occasional work on evenings and weekends.

Salary: Approximately \$35,000/year, depending on experience. This position is eligible for benefits including PTO and medical and dental insurance.

Responsibilities

Community engagement

- Develop strategies and a workplan for increasing the Lake Street Council's connections with area businesses, nonprofits, and other stakeholders.
- Conduct consistent and frequent outreach to businesses in the Lake Street corridor through the following methods: in-person visits to businesses, over the phone, by email, and through networking at events.
- Invite business owners to participate in meetings, events, programs, and committees.
- Connect business owners to resources, including to other Lake Street Council staff who operate relevant programs.
- Provide opportunities for business stakeholders to shape the goals and programs of the organization.
- Recruit businesses to join the Lake Street Council through annual paid partnership.

Program management

- Manage one or more programs (program assignment will depend on experience, and could include organizing workshops, running community safety meetings, providing marketing support to individual businesses, advocating for local policies that support small businesses, implement arts programming.)

- Work with organizational leadership to establish program goals and workplan.
- Track and report on program outcomes.

Organizational support

- Support the Lake Street Council in planning and hosting regular community networking events and workshops.
- Actively participate in organizational planning through staff and board meetings.
- Maintain accurate database of business and community contacts.
- Other duties as assigned.

Desired Experience

- At least one year of paid or volunteer experience in outreach, community engagement, or community organizing preferred.
- Understanding of small business issues preferred.
- Non-profit or leadership experience preferred.
- Knowledge of and relationships in the Lake Street community preferred.
- Program management experience preferred.
- Undergraduate higher education experience preferred.
- Experience welcome in any of the following areas – marketing, business operations, real estate, member and donor development, policy advocacy, leadership development.

Desired Skills

- Self-motivated and resourceful, with the ability to take individual initiative and follow through independently on workplan.
- Must enjoy regular communication with people of various backgrounds and experiences.
- An outgoing and enthusiastic personality with exceptional verbal communication skills.
- Capacity to build community alliances to advance common goals.
- Ability to motivate people to get involved.
- Strong customer service skills.
- Reliable, organized and detail oriented.
- Effective project management skills.
- Highly developed time management skills.
- Ability to work collaboratively and effectively as a team member.
- Somali and English proficiency desired.
- Proficiency with Microsoft office programs.
- Available to work most weekday hours, and some evenings and weekends.
- Able to use stairs and walk to businesses in a variety of weather conditions.

To Apply for this Position

Please submit a resume and a letter of interest describing your related experience and skills by email, or drop off in person, to Executive Director Allison Sharkey at asharkey@lakestreetcouncil.org. Names of references welcome but not required at this step in the process. Applications are due by April 2, 2017.