

Move for America Fellowship

Position Description

Project Period: August 26, 2024, through August 24, 2025

Site Name: Cultural Wellness Center

Location: 2025 Portland Ave S, Minneapolis, MN 55404

Supervisor: Shantae Peace, Network Care Coordinator

Host Site Organization Description

For nearly 25 years, our mission has been to unleash the power of citizens to heal themselves and build community. We believe that individualism, loss of culture and loss of community makes us sick, and to heal we must engage in our cultural rituals, traditions and teachings. Our work taps into the inherent value in everyone. We give people the tools, insight and knowledge to health themselves. As they begin to health themselves, they engage more with their communities and start to improve them, too. In the past 26 years, we have led hundreds of people through our process.

Project Description

Black Community Commission on Health (BCC) comprises committed Ramsey County residents, African American cultural elders, and representatives from key Black community organizational partners such as Rondo ReConnect, Everybody's In, and St. Paul Promise Neighborhood. BCC is responsible for listening to the community about their overall health concerns, keeping the pulse of the community, and identifying and sharing the community expressed priorities. In turn we partner with Ramsey County directors and leaders to support and advocate for co-investments between the community and Ramsey County.

Goals of the Project

- Identify culturally responsive performance measurement strategies
- Share responsibilities throughout the process
- Implement regular communication and feedback
- Provide balance between action and reflection
- Support implementation of the proposed engagement model
- Provide continuous staff development to sensitively respond to changing community needs
- Nurture intellectual stimulation to stay in the process
- Cater food based on healthy African American food diet for all sessions Teach people how to care for themselves and their families/community Acknowledge person's connection to family/community
- Call upon family/community as a contributing member of the team
- Initiate ongoing dialog/assessment with community and cultural Elders and others in positions of authority to expand how family/community is defined and/or served
- Prepare people in the culture and share knowledge with them about your area of expertise

Responsibilities

- Recruitment and Organizing gatherings, recruitment
- Build resources and train staff and community Navigators on basic computer use tutoring, data collection, and knowledge production
- Desktop publishing/document/presentation development.
- Data Systems design and maintenance.
- Provide education on basic data collection theory and practice, and specific CWC database user training to staff/faculty/contractors.
- Engage community participants through phone, email, and community events
- Ensure seamless flow of communication between community and staff
- Organizing and coordinating community-based and internal meetings and events
- Build and maintain thorough and accurate records and communication systems, including data and activities reporting and essential paper and digital files
- Ensure timely internal and external communications through written emails, phone calls, video calls, and fax
- Build and maintain internal inventory systems

Qualifications

We seek candidates who:

- Are computer literate
- Has good writing, analytical and problem-solving skills.
- Has knowledge of principles and practices of organization, planning, records management and general administration
- Has the ability to communicate effectively, to follow oral and written instructions Has the ability to operate standard office equipment, including but not limited to, computers, telephone systems, calculators, copiers
- Are acquainted with the local residents and community resources.
- Have a valid drivers license, insurance, and access to a vehicle.

For Move for America Fellowship qualifications and program information, please visit:
www.move4america.org/projects