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## Move for America Fellowship

### Position Description: Community Power MN Logistics & Capacity Builder, Energy Efficient Cohort

**Project Period:** June 2023 - June 2024

**Site Name:** Community Power MN

**Location:** Hybrid - Seward neighborhood of Minneapolis office space, remote work, and regular events around Minneapolis/St. Paul

#### Goal of the Project

Community Power MN educates and activates the residents of Minnesota cities and towns to create Clean, Local, Equitable, Affordable & Reliable energy systems. Community Power is a leading convenor of the Twin Cities Energy Efficiency (EE) Cohort, a group of 10-12 community organizations and leaders, which helps energy efficiency programs engage, serve and benefit low income households, households of color and renter households in the Twin Cities. The cohort convenes monthly to collectively achieve the goals below, through avenues such as developing workshops, co-creating outreach plans, hosting events to build relationships among organizers, and spearheading participatory action research.

The overarching goals of the EE Cohort are:

- Increase the capacity of community-based organizations and community leaders (“Members”) in the Twin Cities to participate in energy decision-making processes.
- Implement new community engagement best practices for energy efficiency programs that target underserved communities.
- Influence energy efficiency program design that better serves BIPOC and renter community needs.

#### Project Objective

Build long-term capacity, analysis, and culture of the Cohort by building templates and materials for future use, co-planning educational and discussion-based events on clean/local/affordable energy, and researching and managing grants.

#### Responsibilities

##### Design & Maintain Templates

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Build and maintain easy to use, organized, and understandable templates and tools to be used throughout the year by the Cohort (budget, contact sheet, calendar welcome packet, events planning tools, cleaned up google drive, Cohort Story and History).

### **Develop Learning & Event Materials**

Co-create learning materials and event-supporting materials such as:

- Creation of exit/entry surveys
- Synthesizing take-aways/themes entry/exit surveys
- Incorporating/storing for later received feedback so it can be acted upon

### **Cohort Event Planning**

Assist in planning cohort events (kick-off, etc.) with the focus on:

- Managing event logistics (food, event space, supplies, invitations, etc.)
- Reserving & paying for event space
- Managing team and event budgets
- Managing grant-specific budgets and reports

### **Grant Management**

Track grant application process, which would include:

- Researching grants, attending site visits, attending other visits with funders and/or talking about the cohort with funders when needed
- Submitting and co-drafting grants
- Submitting Grant reports
- Schedule & meet with collaborators and share about the cohort
- Schedule standing meeting, rescheduling, and zoom/calendar holds

### **Cohort Gathering Support**

If desired with relevant skill sets, the Logistics Coordinator could also:

- Support facilitation of popular education sessions on energy justice
- Facilitate planning team meetings
- Build relationships with and hold 1-1s with Cohort members to evaluate and gather feedback on the Cohort 2 times during the year

### **Eligibility**

- Must be 18 years old by start date.
- Must be a U.S. citizen, legal permanent resident, refugee, asylee, or DACA recipient.
- Must be able to commit to a year-long program from June 2023 - June 2024, with a full-time work week (35 hours per week daytime hours, Monday-Friday).

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- We welcome applicants from any location, but you must be willing to live and work in Minnesota during the 2023-24 term of service.

## Qualifications

Fellows are not required to have had previous job experience. This is an entry level position designed to catalyze your career and leadership development. We do, though, seek the following traits in all Fellows:

- **Curiosity** - genuine interest to learn with and from others
- **Growth** - commitment to continuous learning about self and others
- **Teamwork** - capable of using collaboration and teamwork to achieve goals
- **Community** - desire to work in and with a community and in team environments
- **Accountability** - take responsibility for actions and their impact on others
- **Leadership** - take initiative and demonstrate leadership experience

In addition, we encourage the applications of candidates who:

- Can synthesize the input of many voices - drawing out themes, points of tension, and possible next steps
- Write and communicate concisely and clearly
- Speak or sign multiple languages commonly spoken in the Twin Cities beyond English (Spanish, Hmong, Oromo, Lao, Somali, American Sign Language)
- Have a knack for creating informative/beautiful visuals; building spreadsheet formulas; creating GIS maps; or building apps! Bring any other superpowers you have, of course, that are not listed here!

## Living Stipend and Benefits

- \$17,600 annual living stipend
- \$6,000 housing support
- Up to \$1,000 in relocation assistance
- Earn a \$6,895 education award for future education or to repay school loans
- Health insurance
- 80+ hours Inclusive Leadership & Community Engagement training
- Professional and peer mentorship

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- [Find all AmeriCorps VISTA benefits here](#)

### About the Fellowship

The Move for America Fellowship, in partnership with AmeriCorps VISTA, is a paid, 12-month immersive service learning experience grounded in community engagement. Move for America Fellows build the capacity of community-based organizations by convening diverse community voices in decisions that affect their lives.

All Fellows participate in our Inclusive Leadership training program, which includes over 80 hours of learning together with your cohort of Fellows, focused on intercultural communication, navigating conflict, engaging communities, and professional growth.

### Commitment to Inclusion & Equal Opportunity Employer

Move for America's mission is to bridge divides and strengthen civic dialogue. We work to create an inclusive and thriving society where all voices matter and where no person is marginalized for their identity. Move for America is an equal opportunity employer and prohibits discrimination and harassment of any kind in any part of our business and partnerships. We hire talent with a transparent and equitable process for all who apply. All employment decisions are made without regard to age, race, ethnicity, national origin, religion, gender, sexual orientation, disability, medical history, or any other protected statuses. We believe our differences make us stronger and encourage all interested candidates to apply. [Read our full Commitment to Inclusion and Equal Opportunity Employer Statement here.](#)

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