

Move for America Fellowship Position Description

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

Site Name: Great MN Schools

Location: 729 N Washington Ave, Minneapolis

Hybrid: In office 2 days per week; remote option 3 days per week

Supervisor: Rosie Lais, Director of Community Resources

Host Site Organization Description

Move for America Fellows, who are VISTA Members, build the capacity of community-based organizations to bridge divides and strengthen civic dialogue by elevating diverse community voices in decisions that affect their lives.

Project Description

Great MN Schools is seeking a Fellow to build capacity to maintain—and deepen—our work engaging families in K-12 education across diverse community groups in Minneapolis.

Goals of the Project

Objective 1

Support community outreach to families and community partners that empower families with tools to support their students in school

Member Activities

- Research and registering Great MN Schools for community events
- Staff tables, distributing K-12 family resources, and interacting with community members on behalf of Great MN Schools at community events

Objective 2

Support the establishment of organizational relationships for Great MN Schools to more widely distribute K12 family resources.

Member Activities

- Serve as the initial point of contact for many community organizations and businesses to build partnership with Great MN Schools.
- Support the maintenance of the relationship by tracking and attending partner organization events.

Objective 3

Lead the effort to distribute tools and resources around Minneapolis.

Member Activities

- Distribute Great MN Schools K-12 family resources throughout the city
- Manage the Family Resource Ambassadors volunteer network to support distribution
- Lead logistics for receiving and distributing Great MN Schools printed resources

Responsibilities

- Research and registering Great MN Schools for community events
- Staff tables, distributing K-12 family resources, and interacting with community members on behalf of Great MN Schools at community events
- Serve as the initial point of contact for many community organizations and businesses to build partnership with Great MN Schools.
- Support the maintenance of the relationship by tracking and attending partner organization events.
- Distribute Great MN Schools K-12 family resources throughout the city
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- Lead logistics for receiving and distributing Great MN Schools printed resources

Qualifications

We seek candidates who:

- An ability to respectfully communicate with diverse stakeholders, a knack for project coordination, and a great attention to detail are must-haves for this position.
- Prior experiences working or living alongside racially or ethnically diverse organizations or people
- Experience managing multiple priorities simultaneously with strong attention to detail, ability to operate independently and in collaboration with others
- Demonstrated ability to manage timelines and meet deadlines, and proactively identify problems and potential solutions, resulting in an ability to move forward work in a fluid environment with significant flexibility
- Demonstrated ability to engage in conversation with Minneapolis community members
- Quick learning; interest in a diverse work portfolio, with changing priorities and deadlines
- A high bar for quality and accuracy

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