



Move for America Fellowship

Position Description: Great MN Schools Community Outreach Coordinator

Project Period: June 2023 - June 2024

Site Name: Great MN Schools

Location: In-person/On-site

Goal of the Project

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.

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.

Project Objectives

Objective 1

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

Objective 2

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

Objective 3

Lead the effort to distribute tools and resources around Minneapolis.

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.

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- 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

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).
- 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 are seeking candidates who:

Have 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

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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
- Preferred skills:
 - Fluency in Spanish, Hmong, Karen, Kareni, Burmese Oromo, or Somali
 - Experience managing volunteer or student networks
 - Knowledge and experience of social media platforms; comfort with website editing, Microsoft Office (particularly Excel), Google Suite, and Dropbox

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
- [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

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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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