



## **Position: Community Engagement Specialist**

**Employment Status: Part time position with partial benefits**

**Reports to: Family and Community Engagement Program Manager**

**Organizational Background:** Banyan Community is a Christian Community Development Organization rooted in the Phillips Neighborhood of South Minneapolis to transform lives by **Developing Youth** (after school and summer support for youth K-College), **Strengthening Families** (connecting families to resources and setting goals) and **Creating Community** (developing the Lighthouse Network Block clubs). We have been a community anchor in the neighborhood for over twenty years. Working together as a community, over half of our employees are diverse members of our community and are bilingual. Banyan continues our growth as we increase the number of youth, families and community members that join our thriving neighborhood vision each year. We hope you will join us!

**Primary Responsibilities of the Community Engagement Specialist:** *This position is responsible for building and maintaining relationships with key stakeholders at Banyan and throughout the neighborhood; reaching out to create community by developing and strengthening Light House Network (LHN) Block Clubs, connecting adults to resources, and building leaders in the Phillips Neighborhood.*

- **Community Organizing & LHN Block Club Development**
  - Lighthouse Network Block Club development (Banyan's block club program)
    - Build up and support LHN block clubs in Midtown and East Phillips neighborhoods by working with existing block club leaders.
    - Identify and train new block club leaders to support the LHN in Midtown and East Phillips neighborhoods.
  - Support National Night Out for all LHN blocks as well as other LHN block neighborhood events.
  - Promote and attend neighborhood organization meetings and events.
  - Attend other crime/safety meetings and events as needed.
- **Connecting Families/Residents to Resources**
  - Connect community residents to each other and to resources by planning and leading monthly LHN breakfasts.
  - Connect community residents to Banyan's programs by promoting Banyan's Community, Leadership, Education, Connection Program (CLEC), Block Clubs (LHN), and our Elementary/Secondary After-School Programs.
  - Listen to and respond to community concerns and emerging needs.
- **Adult Leadership Development**
  - Assist other Family and Community Engagement Team (FACE) members in identifying and nurturing adult leaders amongst Banyan families in the broader community.
  - As part of the FACE Team, provide support to Banyan's Community Council as needed.
  - As part of the FACE Team, provide support to the Adult Education program as needed.
- **Administration**
  - Track program expenses to ensure they do not exceed programs' budgets.
  - Evaluate program results and prepare reports as requested.
  - Complete special projects as assigned.

### **Qualifications:**

- Associate Degree in Human Service related field preferred or 3+ years of equivalent experience.
- Community organizing experience or understanding of community development.
- Cultural competency for the people groups represented at Banyan. Bilingual Spanish/English a plus.
- Commitment to Banyan's mission.
- Strong organizational and time management skills; excellent communication skills (oral and written).
- Ability to work independently as well as in a dynamic team.
- Must have valid driver's license and good driving record.
- Ability to lift 20-50 pounds and be on feet for extended periods of time.
- Baseline skills in Microsoft Office, Outlook, and ability to learn online applications.

**Compensation:** This is a non-exempt, part-time position with partial benefits (requires day and some evening and/or weekend hours). Anticipated to work around 20 hours per week. Pay Range: \$20.00 - \$22.00 per hour DOQ.