

## Move for America Fellowship Position Description

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

**Site Name:** Neighborhood House

**Location:** 179 Robie St E, St Paul, MN 55107

**Supervisor:** Nikki Lindberg, Director of Community Impact

### Host Site Organization Description

Neighborhood House believes that communities and neighborhoods thrive when families have the opportunity to build safe, stable, and rewarding lives. That is why, for 127 years, Neighborhood House has been working alongside families to ensure that they have access to food and housing for their basic needs and education opportunities to help them achieve their dreams and goals.

### Project Description

Neighborhood House is committed to learning from participants and elevating the voices of those we serve. As we expand our reach in the West 7<sup>th</sup> corridor, we believe a Community Engagement Fellow will be instrumental in helping us build relationships and engage those living in the service area of 1080 Montreal, especially the residents of Montreal Hi-Rise and Chateau Montreal. The scope of the fellow's work will include creating and implementing the systems, events, focus groups, and more to learn the types of programs and services that families seek to meet their needs and achieve their goals.

### Goals of the Project

From those we are currently serving we are hoping to learn both the efficacy of participation in a single program, as well as the enhanced efficacy of either a single family member in multiple programs or multiple family members involved in multiple programs. From those we are not currently serving, we are hoping to learn if they are familiar with Neighborhood House and whether the types of programming we are currently offering match their needs or if we, as an agency, need to adjust our programs or methods of program delivery.

### Responsibilities

- In collaboration with the Community Impact team, create a Year 1 Engagement Plan that will focus on the communities surrounding our two Neighborhood House locations with a particular focus on the West 7<sup>th</sup>/Highland neighborhoods. The engagement plan would include:
  - Connecting with landlords and property managers at apartment buildings, townhomes, and other community-living spaces
  - Creating opportunities to introduce yourself and Neighborhood House as an organization to residents, including tabling and door knocking
  - Organize listening sessions, focus groups and build the groundwork for a participatory data research group
  - Create and develop surveys to distribute to residents
- Execute the year-long engagement plan
- Collaborate with the Community Impact team, volunteers and staff to collect, input and evaluate data from the above engagement sessions

- Meet with the Vice President of Programs, Program Directors, and their teams to share out findings from engagement sessions
- Present findings and recommendations to Executive Team, Directors, and program staff quarterly
- Strategize the “next steps” for the following year and recommendations for the Year 2 Engagement Plan

## Qualifications

We seek candidates who:

- Have a passion for working with communities of color and low-income communities
- Have demonstrated and work in areas of diversity, equity, and inclusion.
- Have a strong interest in gathering and analyzing qualitative research and believe that amplifying the voices of those most impacted by unjust systems leads to both empowerment and lasting solutions
- Are self-starters with strong time management and documentation skills; excellent verbal communication skills
- Have strong interpersonal communication skills
- Has reliable transportation, valid driver’s license, and good driving record.
- Possesses creativity, resourcefulness and a curiosity to drive the project forward
- Ability to engage others in community engagement work; comfort with meeting and conversing with new people in a variety of settings
- Enjoys working collaboratively and independently
- Excellent writing, reporting, and presentation skills; ability to tell the story discovered data collected

For Move for America Fellowship qualifications and program information, please visit:

[www.move4america.org/projects](http://www.move4america.org/projects)