



CapitolRiver
Council

US Bank Center
101 East 5th Street, Suite 240
Saint Paul, MN 55101

ph: (651) 221-0488
Fax: (651) 221-0581
web: www.capitolrivercouncil.org

Community Organizer

Position Description

Title: **Community Organizer**
Reports to: **Board Chair/Executive Committee**
Schedule of Hours: **40 hours per week including regularly scheduled office hours. Some early morning, evening and weekend hours are required.**
Benefits: **PTO, transportation allowance, health-care/retirement stipend**
Compensation: **\$36,000-\$40,000 DOQ**

About CapitolRiver Council (CRC)

CapitolRiver Council, an official advisory group to the St. Paul City Council, represents and works in partnership with all District 17 stakeholders to act on urban planning and community building efforts as a part of a shared vision to support sustainable, safe, healthy and vibrant neighborhoods. Through a network of volunteer-based committees and a 35-member elected board, the CapitolRiver Council works to make downtown a better place to live, work and visit. From policy development, to the sponsorship of community events, to design review of new projects, the CapitolRiver Council provides venues for engaged citizen participation that lead to the continued physical revitalization and economic growth of this historic downtown.

Position Overview

CapitolRiver Council seeks a committed, creative, flexible, detail- and results-oriented leader to promote active citizen participation in downtown Saint Paul. The Community Organizer is responsible for managing core programmatic activities and must have an ability to share and develop the Board's vision for the organization. Developing, strengthening and nurturing meaningful partnerships with stakeholders, decision makers and other organizations in downtown Saint Paul is a core responsibility of the Community Organizer and is facilitated by active participation in existing networks such as: the Downtown Police and Community Forum, District Councils Collaborative, Central Corridor LRT working committee, St Paul Area Chamber of Commerce, CRC Plug-In to Saint Paul, First Fridays, and other ad-hoc and reoccurring CRC community committees and taskforces.

The ideal candidate is highly mission-driven and is fully committed to helping fulfill the mission of CapitolRiver Council, which is: *To advocate on behalf of residents, employees, business owners, visitors, organizations, and corporate institutions in downtown Saint Paul, to ensure citizen participation in shared efforts to support a safe, clean, vibrant neighborhood and a healthy economic community.*

The Community Organizer reports directly to the Chair of CapitolRiver Council and members of the Executive Committee. This is a fulltime position. CapitolRiver Council offers a competitive salary (\$36,000-\$40,000 depending on experience and qualifications), and a benefits package that includes paid-time-off, a transportation allowance and a monthly health-care/retirement stipend.

Job Responsibilities

This position is multifaceted, with administrative and outreach responsibilities within the following areas:



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Community Organizing

- Cultivate and maintain contacts throughout the neighborhood and City
- Build sustainable relationships with downtown businesses and residents
- Identify community issues and plan community meetings that address these topics
- Act as a referral source to downtown constituents
- Recruit and train volunteers

Program Administration

- Provide staff support to CRC Board of Directors and committees of the Board
- In union with the Board, develop organizational goals and policies, and implement strategies to carry out identified objectives
- Coordinate committee meetings and provide follow through support
- Help plan community based projects and events

Communication & Development

- Maintain website and create content for monthly electronic newsletters
- Represent CRC at meetings with downtown stakeholders
- Articulate the mission of CRC to various public, private, and governmental organizations
- Coordinate CRC crime prevention initiative

Finance

- Administer City and Fiscal Agent contracts, and write grants
- Supervise financial and accounting functions including preparing annual budget as well as monthly and annual financial reports
- Manage fundraising sources and activities
- Oversee resource development including monetary, in-kind donations, and contributions of talent

Experience and Qualifications

Ability to demonstrate relevant 3-5 year work experience including organizational management, an understanding of urban development processes, program administration, and an ability to motivate people. This position demands a detail-oriented individual with a strong knowledge of Saint Paul, excellent oral and written skills, and proficiency with computers and social media.

The ideal candidate is outgoing, innovative, self-directed, nonpartisan, proactive, and committed to networking and building trusting relationships with downtown stakeholders. Experience working with City leaders and navigating departments in various City, County and Regional organizations is a plus. A deep personal or professional commitment to the growth, vitality and success of District 17 (the area represented CapitolRiver Council), and a College degree or equivalent work experience, is highly desirable. Nonprofit experience or working with a board of directors is a plus.

Application Process

Interested candidates should submit their resume, cover letter, references, and salary history to:
Andrew Schlack, Chair, CapitolRiver Council at aschlack@gmhf.com by January 23, 2012.