

PPA Virtual Finance Committee Minutes  
Friday, August 21<sup>st</sup>

Present: Jan Nelson (staff), Susan Larson-Fleming, David Frank, Amy Kaminsky, Margy Stein, Lynn Von Korff (Chair)

Lynn Von Korff described the proposed staffing plan and PPA Administrative and Communication job description (see job descriptions and motions placed on the August 24<sup>th</sup>, 2020 board agenda, below).

**Motion:** The committee approved the job description unanimously.

Given the proposed NCR neighborhood organization funding plan, the committee identified issues the board needs to be aware of regarding PPA's office space, specifically whether to extend the office lease after December 31st, and, if not, related office space items (see below).

- a. Extend lease decision - timeline for decision.
- b. Obtain PO box –

**Motion:** The committee unanimously approved obtaining a PO Box.

- c. no phone - email only?
- d. Office furniture, equipment, storage?
- e. Moving process
- f. Storage
- g. Alternate office location
- h. Insurance Review

***Proposed Job Description: Administrative and Communications Coordinator***

**Background**

1. This job description merges **two** PPA positions: Office and Volunteer Coordinator (50%) and Communications Coordinator (25%) into **one** half-time (20 hours per week) position.
2. This reduction is possible assuming: 1) few events take place during the pandemic, 2) staff no longer support the Land Use Committee, and 3) the Treasurer continues to manage financial operations during the pandemic.
3. After PPA learns its funding situation and/or the pandemic ends, the board will need to reconsider staff/volunteer responsibilities and hire a bookkeeper.
4. The current Communications Coordinator is leaving to attend graduate school, making it possible to hire a new employee before Jan retires so she can organize and supervise training—and keep PPA operations going.

5. As of January 1<sup>st</sup>, 2021, PPA's budget will probably be reduced 75%. If so, PPA will be able to afford ONE staff person at 35% time (14 hours per week) for administrative and communications responsibilities. It's possible PPA will be able to fund additional hours using NRP funds or grants. It's difficult to know until we learn the funding situation.

**Proposed Motions:**

1. The PPA board approves the Administrative and Communications Coordinator job description.
2. The PPA board establishes a volunteer search committee authorized to recruit, interview, and hire an Administrative and Communications Coordinator. The job offer will be consistent with PPA's approved 2020 budget, PPA employee policies, and MN employment law.

***Proposed Job Description: Prospect Park Association Administrative and Communications Coordinator***

***Position Summary:*** This position requires demonstrated office management skills and experience working with volunteers and community members from communities of color and under-represented groups, including renters and students. The person filling this position will have excellent interpersonal and oral communication skills, enjoy working with volunteers, and encourage volunteer and neighborhood leadership and participation.

**Reports to:** Management Council and Board of Directors.

**Responsibilities:**

**Coordination - Board of Directors & Community Members (est. avg. 40%, 32 hours per month)**

Provide support to Management Council and Board of Directors:

- Works with Management Council to prepare agendas and compile documents for monthly community and board meetings. Attends Management Council meetings.
- Ensures board meeting community calendar notices are posted in a timely manner, as specified in PPA by-laws.
- Compiles Board meeting packets, including agendas, documents from committee chairs, Board minutes and other documents, as required. Reminds Committee Chairs and PPA officers of deadlines for minutes, reports, and other documents, as needed.
- Assists in organizing community/association meetings, including organizing board member elections.
- Provides guidance to Board and Committees on complying with PPA Bylaws (e.g. nominating committee, open meeting laws). Communicates proposed bylaw changes to association membership. Distributes updated by-laws.
- Identifies and notifies board, committee, and community members, as appropriate, about upcoming grant opportunities (e.g. Good Neighbor Fund, Prospect Park Co-op Legacy Fund).
- Provides staff updates and strategic guidance to Management Council on staff workload so needed changes can be made in a timely way.
- Set-up and attend Community/Association and Board of Director meetings.

**Communications (est. avg 30% 26 hours per month)**

- Responsible for membership communications, such as creating e-newsletters, event flyers ("Canva"), e-blasts, Facebook, Twitter, local e-list and other social media communications.
- Maintain PPA's newsletter subscription list ("Mailchimp").
- Coordinate web-site changes with website developer.
- Maintain online calendar of PPA meetings, agendas, and community events.
- Respond to community questions and comments, as needed.

**Office Coordination and Administration (est. avg. 12%, 10 hours per month)**

- Responsible for day-to-day operations, such as invoicing, managing office communications and records, such as thanking contributors, following financial internal control and human resource procedures and policies, carrying out fiscal agent responsibilities, record-keeping, purchasing insurance, ordering office supplies, and completing final grant reports.
- Maintains good working relationship with NCR and completes required documents and reports, (e.g. CPP annual report).

**Event Coordination (est. avg 10%, 8 hours/month = 86 hours total per year)**

- Create online volunteer sign-up opportunities and announcements/descriptions to help recruit and recognize volunteers.
- Assist with events, such as the "Pratt Ice Cream Social."

**General Office (est. avg. 5%, 4 hours per month)**

- Open mail, monitor email, answer phone, and refers communications to appropriate PPA officers and Chairs when communications from the city, members, or other partners needs attention.
- Manage GSuite.

**Other responsibilities and duties as required****Required Qualifications:**

- Demonstrated experience listening, involving, and engaging with communities of color and under-represented groups, such as students and renters.
- Excellent written and verbal communication skills
- Strong organizational, interpersonal, and time management skills
- Demonstrated ability to work with the public and diverse groups of community volunteers
- Self-directed problem-solver with an ability to set priorities
- Working knowledge of spreadsheets, websites, email marketing, social media platforms, and other office technology.

**Preferred Qualifications**

Knowledge of community-based organizations

**Benefits**

PPA offers paid vacation and sick leave and flexible hours, as described above. PPA does not provide health insurance benefits.

**PPA is an EEO employer**

## ***Example***

### ***Job Announcement: Prospect Park Association Administrative and Communications Coordinator***

***Position Summary:*** Prospect Park Association (PPA) seeks a part-time Administrative and Communications Coordinator (20 hours per week). Salary \$20 - \$22 per hour, depending on qualifications and experience. This position requires demonstrated office management skills and experience working with volunteers and community members from communities of color and under-represented groups, including renters and students. The person filling this position will have excellent interpersonal and oral communication skills, enjoy working with volunteers, and encourage volunteer and neighborhood leadership and participation.

***Reports to:*** Management Council and Board of Directors.

***Work Schedule:*** Flexible, 20 hours per week. Must be available evenings the 3<sup>rd</sup> and 4<sup>th</sup> Mondays of each month.

***About Prospect Park Association:*** PPA is a nonprofit neighborhood organization recognized by the City of Minneapolis. PPA promotes the health, physical and natural environment, safety, and welfare of the neighborhood. *Learn more:* ***[prospectparkmpls.org](http://prospectparkmpls.org)***

***How to Apply:*** Submit a resume, three references, and a cover letter addressing how your background and experience relate to the position and qualifications as Word or PDF documents to: ***[search@prospectparkmpls.org](mailto:search@prospectparkmpls.org)*** ***no later than September 18<sup>th</sup>, 2020.***

## ***Abbreviated Job Description***