

## Office and Volunteer Coordinator: Prospect Park Association (PPA)

**Position Summary:** PPA seeks an interim part-time (20 hours per week) Office and Volunteer Coordinator for three months—with renewal possible. This position offers flexible daytime hours with some evening hours. Salary \$16 - \$20 per hour, depending on qualifications and experience. *Note:* PPA is taking the opportunity to redefine staff responsibilities after a staff transition—our recent employee was with us for six years.

**About Prospect Park Association:** PPA is a nonprofit organization that promotes the health, physical and natural environment, safety, and welfare of the neighborhood. Membership is open to renters, property owners, business owners/lessees, and a representative from each nonprofit, educational, or governmental organization located within neighborhood boundaries, as defined by the City of Minneapolis. *Learn more:* [prospectparkmpls.org](http://prospectparkmpls.org)

**How to Apply:** Submit a resume, with at least three references, and cover letter addressing how your background and experience relate to the position qualifications as a Word or PDF document to: [search@prospectparkmpls.org](mailto:search@prospectparkmpls.org) *no later than January 8<sup>th</sup>, 2019.*

### Primary Responsibilities and Qualifications

PPA is looking for someone with administrative skills and demonstrated experience working with volunteers or community members. This person will help provide support, tools, and information so PPA volunteers can fulfill their responsibilities. We seek candidates who have excellent interpersonal and oral communication skills, who enjoy working with volunteers, and who will encourage volunteer and neighborhood participation.

### Volunteer Coordination - Board of Directors

Provide staff support to Management Council (Board Officers) and Board of Directors:

- Work with Management Council to prepare agendas and compile documents for monthly community and board meetings. Attend Management Council meetings (typically 7 – 8:30pm on 3<sup>rd</sup> Monday each month).
- Ensure board meeting community calendar notices are posted in a timely manner, as specified in PPA by-laws.
- Compile Board meeting packets, including agendas, documents from committee chairs, Board minutes and other documents, as required. Remind Committee Chairs and PPA officers of deadlines for minutes, reports, and other documents, as needed.
- Assist in organizing community meetings, held just prior to the Board meeting.
- Attend Community and Board of Director meeting (typically 6:30pm – 9pm on 4<sup>th</sup> Monday each month).

### Volunteer Coordination - PPA Committees

- Assist PPA and the Neighborhood Relations and Outreach Committee (NROC) with communications to PPA membership. Support NROC in creating monthly e-newsletter (Mail Chimp) and prepare e-blasts as necessary.

- Maintain schedule of committee and other meetings.
- Work with NROC and other committee chairs to ensure information on PPA's website, newsletter, calendar, and social media are accurate, timely, and up-to-date.
- Remind Chairs to submit records of participants, meeting agendas, and minutes.
- Keep membership database up-to-date and accurate.
- Document PPA membership communication procedures (e.g. membership data entry, newsletter distribution, how to make calendar updates).

### **Volunteer Coordination - PPA Membership**

Although NROC's responsibility is to develop and implement neighborhood engagement strategies and recruit volunteers, the Volunteer and Office Coordinator will:

- Identify potential volunteer tasks (e.g. membership data entry, newsletter creation, or how to distribute the newsletter or update the calendar).
- Learn how to perform these tasks and document them so there are written procedures on file that volunteers can follow (or support volunteers in doing so).
- Create announcements/descriptions so NROC can recruit volunteers for specific tasks.
- Train and supervise volunteers completing administrative volunteer tasks.

### **General Office**

- Open mail, monitor email, and alert appropriate PPA officers and Chairs when communications from the city or other partners needs attention.
- Support Treasurer in processing incoming bills and preparing checks as needed for officer signature and in preparing grants reimbursement requests.
- Answer telephone and refer calls to appropriate board or committee chair.

### **Other responsibilities and duties as required**

#### **Required Qualifications:**

- 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 Prospect Park neighborhood and/or neighborhood 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