

**EEO & Affirmative Action Statement:** The Organization provides equal opportunity to all employees and applicants for employment as required by state, federal and local Equal Opportunity Affirmative Action laws, including the Minneapolis Civil Rights Ordinances. The Organization "will not discriminate against any employee or applicant for employment because of race, color, creed, religion, ancestry, national origin, sex, sexual orientation, gender identity, disability, age, marital status, familial status, or status with regard to a public assistance program" as required by City Ordinances. The Organization provides reasonable accommodation to applicants and employees with disabilities in compliance with the Organization's ADA Policy, as applicable. SECIA's complete EEO Policy and Affirmative Action Plan can be viewed [HERE](#).



## SECIA (see-key-ah)

P.O. Box 18460  
Minneapolis, MN 55418

www.secomo.org  
secomo@secomo.org  
612-685-0371

*The Southeast Como Improvement Association works to maintain and enhance the physical, social, and economic environment of our neighborhood. Through programs that serve our community's present and future needs, through communication, stewardship, and citizen involvement, we strive to foster a sense of community and to promote the neighborhood as a vibrant place to live.*

*Our programs and activities are open to ALL and do not discriminate on the basis of race, color, national or ethnic origin or immigration status, age, religion, disability or handicap, sex, gender identity and/or expression sexual orientation, military or veteran status, or genetic information.*

*To request this information in another language or format, please contact [secomo@secomo.org](mailto:secomo@secomo.org). Para solicitar esta información en otro idioma o en un formato diferente, por favor contacta [secomo@secomo.org](mailto:secomo@secomo.org). Xav thov nug nplooj ntawv no rau lwm hom lus los yog daim ntawv, thov hu rau [secomo@secomo.org](mailto:secomo@secomo.org). Si aad u codsato foomkan oo qaab ama luqad kale ah, faclan la xiriir [secomo@secomo.org](mailto:secomo@secomo.org).*

Southeast Como Improvement Association (SECIA) is hiring a paid **Community Organizer**. This position will be approximately 15-20 hours of work per week, working with a collaborative team of volunteers facilitating programming for the neighborhood.

Community organizing is vital to the mission of SECIA, and connecting with Southeast Como students and residents from diverse backgrounds is critical. Our work is grounded in our equitable engagement objectives. SECIA has a long history of engaging students in the Como community through our programming, and we are seeking a candidate for Spring–Fall 2024. Additional information about SECIA can be found on our website: [www.secomo.org](http://www.secomo.org)

### **Job duties may include both independent and collaborative work including:**

#### Community outreach duties:

- Meet and work regularly with board members and community members to implement SECIA's Equitable Engagement Plan. This includes a variety of community outreach activities for renters, students, and other historically underrepresented people
- Assist board, community volunteers, and programming partners with event planning and operations
- Support board members and volunteers in identifying and preparing grant materials to raise funds for projects and operations

#### Communications duties:

- With input from community volunteers, lead the curation, development, and editing of content for a monthly e-newsletter using Mailchimp (E-Comotion)
- Curate and post content on our Facebook, X (Twitter), and Instagram accounts and build a neighborhood social media following
- Maintain SECIA's website content through WordPress
- Design and construct posters, flyers, and other print materials for events.

#### **Required Qualifications:**

- Strong written and verbal communication skills, and interpersonal skills across multicultural communities
- Strong organizational and time management skills
- Flexibility and capability to work both remotely and in person, both independently and as part of a collaborative team
- Proficient with Google Workspace, Zoom, and social media platforms
- Basic graphic and web design experience

#### **Preferred Qualifications:**

- Event planning and coordination experience
- Grant writing experience;
- Connection to Minneapolis neighborhoods, and/or live in the SE Como area
- Familiarity with multiple languages

#### **Compensation:**

This is a part-time position, paid at \$16.00 per hour.

**To apply, please send a resume and a cover letter to the SECIA Office at [office@secomo.org](mailto:office@secomo.org). Review of applications is ongoing and priority is given to those applications received by May 21, 2024.**

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