



ENGAGEMENT COORDINATOR

This is a brand-new position that will be working on the ground promoting a new theory of change in grant making for Native communities as part of the Good Relatives Collaborative (GRC).

KEY ROLES & RESPONSIBILITIES

- Communication with existing and prospective Minnesota Indigenous Business Alliance (MNIBA) partners, Native communities and nonprofits to engage them in the Good Relatives Collaborative grant opportunities.
- Coordinate development of social media messaging to engage followers with new content and expand our audience.
- Work and communicate in coordination with MNIBA's ED, staff and the GRC Grant Coaches and Native grant reviewers, as well as connect with these staff in SD and ND.
- Help produce and present talks, webinars, and workshops.
- Marketing MNIBA's and GRC's materials and services.
- Sharing in program and project management such as scheduling statewide meetings (virtual and face-to-face), training, information requests, brainstorming and editing.
- Overnight travel within the state and some evening and/or weekend work.

SKILLS & QUALIFICATIONS

Relationships and Community Building

- Have excellent relationship building skills, curiosity, and humble learning posture.
- A deep understanding and experience working with Native communities and protocols.
- First-hand knowledge and experience of equitable development and approaching the work with a racial and social justice lens.
- A deep understanding of trends and barriers to funding and growing Native ecosystems holistically.
- The ability to cultivate and maintain relationships with community and facilitate those interconnections.
- Possess strong consensus building skills with diverse and not always aligned participants.
- Have deep knowledge of organizing at the community level to build awareness of restorative and values-based economies, investment, that lead to best practices and capacity building that foster community healing, social, cultural, and economic prosperity.

Passion and Commitment

Passion, energy, and vision for MNIBA's mission and values, and a profound belief in the ability of GRC to expand healthy native-led nonprofits and community collaboratives throughout the state.

Collaboration

- Highly collaborative, with a willingness and ability to adapt, pivot, and be flexible, and recognize when compromise is necessary.

Administrative

- Professional and positive communication style in person, on phone and in email.
- Strong organizational skills and is self-directed and can meet deadlines.
- Strong writing and grammar skills (for non-academic audiences)
- Strong computer skills and working knowledge of Microsoft Office products.

Experience

A minimum of 3-5 years of experience, preferably in community organizing or the nonprofit sector.

Education

A 2-4 year degree in a related field is ideal. Life experiences and proven track record in lieu of formal education will be considered.

LOCATION

Due to the pandemic and nature of the work, this position will be a hybrid model with remote option and MNIBA's eventual transition to a co-working office space in the metro area. This does not require relocation, but when we are back into a face-to-face model, it will require travel to the metro for monthly meetings.

HOW TO APPLY

This position will remain open until filled. Pay is commensurate with relevant experience, starting at \$22 - \$25 per hour x 80 hours per month.

All applications must be received via email, in PDF format (cover letter and resume combined into one document) and emailed to: info@mniba.org

This job description does not constitute a written or implied contract for employment. MNIBA reserves the right to revise or change job duties and responsibilities as the need arises. MNIBA is an equal opportunity employer that is committed to diversity and inclusion in the workplace.