

## **Greater Uptown Community Partnership Coordinator**

The Greater Uptown Community Partnership is a forum for established Minneapolis Uptown and near-Uptown neighborhood, community and business groups to share information and work toward common goals.

Position overview:

The Greater Uptown Community Partnership (GUCP) seeks a coordinator to provide meeting facilitation, scheduling, note taking, and programming execution support for its community improvement initiatives.

The ideal candidate will be a strong self-starter, have a working understanding of Minneapolis city, county, and park board government; experience with community engagement; experience with supporting a volunteer board; strong organizational skills; and the ability to facilitate partnerships with various groups including city departments and other neighborhoods.

Duties will include:

Attendance at and facilitation of GUCP meetings (monthly or scheduled);

Preparing meeting minutes and agendas, scheduling speakers, providing periodic reports to GUCP members;

Executing and implementing community improvement initiatives, as determined by the GUCP board.

The coordinator will also be responsible for administering all aspects of GUCP communications (mailings, electronic, and web).

Details:

This is a part-time, flexible, contract position at approximately 10 hours per month depending on GUCP activity.

\$20-\$25 per hour depending on skills, experience and qualifications.

There are no benefits attached to this position. Coordinator will be expected to provide their own general office equipment in their own workspace.

To apply, please send a cover letter, resume, and three references to [greaterucp@gmail.com](mailto:greaterucp@gmail.com) by November 20, 2015.