

District Council Coordinator

Job Opportunity with the City of Saint Paul

The District Council Coordinator reports to the Director of City Council Operations. This position serves as a liaison between the City and the District Councils. The coordinator provides training and support for District Council staff and board members, and works to build the capacity of the District Councils, including fundraising, and improve communication and coordination among the City and the District Councils.

The successful candidate will possess:

- An understanding and ability to work in a large, politically complex organization:
 - Demonstrates an ability to work successfully with community organizations and local government.
 - Demonstrates an understanding of navigating the City bureaucracy and working with a variety of non-profit organizations.
- A knowledge and understanding of City government and nonprofit community organizations:
 - Demonstrates knowledge of local government procedures and practices including legislative decision-making processes.
 - Demonstrates an understanding of the full range of Federal, State and local laws, rules, regulations, standards, policies, and procedures governing issues affecting citizen participation in local government.
 - Demonstrates an expert understanding of the organizational structure, policies, rules, regulations, terms, services, mission and vision of community organizations and city government; ability to work cooperatively across city departments.
- An ability to work with diverse communities:
 - Demonstrates an understanding and respect for the diversity of customers and coworkers, including individuals with disabilities, varied socio-economic backgrounds, or whose first language may be one other than English.
 - Demonstrates the ability to work successfully with diverse communities.
- Experience in policy and program development and implementation:
 - Demonstrates proficiency to research, analyze and provide objective information.
 - Demonstrates ability to develop program concepts into grant proposals and other implementation strategies.
 - Demonstrates experience with successful fundraising at the local level.
- An ability to manage projects, provide leadership and problem solve:

- Demonstrates an ability to plan and appropriately prioritize, meet deadlines, and define, measure, and evaluate results. Demonstrates effective leadership and project management skills to manage and complete complex projects.
 - Demonstrates effective leadership of work groups by positively influencing others and the work environment and by being considerate, tactful, supportive, and impartial.
 - Demonstrates an ability to work in a politically sensitive environment.
 - Demonstrates an ability to do event planning and logistical coordination of meetings and training programs.
 - Demonstrates an understanding of non-profit law, fiscal oversight and management development.
- Excellent writing, communication and public relations skills:
 - Demonstrates an ability to effectively communicate, verbally and in writing, with diverse communities and individuals, community organizations, and the media.
 - Demonstrates effective communications before audiences, large groups and in one-on-one situations.
 - Demonstrates an ability to mediate difficult situations and possesses excellent facilitation skills.
 - Demonstrates the ability to create reports and presentations that are well organized and easily understood by the reader or audience.
 - Demonstrates an ability to navigate political and bureaucratic processes successfully including ability to handle media inquiries regarding politically sensitive issues.