



## Community Engagement Evaluator

### Purpose

ServeMinnesota aims to create national service opportunities that positively impact communities, especially in historically marginalized communities. ServeMinnesota also strives to foster inclusive opportunities for members while serving, especially those who identify as Black, Indigenous or People of Color (BIPOC). The Community Engagement Evaluator will lead two major areas including (1) evaluating the impact of our programs while ensuring the development and implementation of our programs aligns with community needs; and (2) leading diversity, equity, inclusion, and belonging initiatives and strategies that directly impact AmeriCorps members in service.

This Community Engagement Evaluator will develop a strategy for conducting community participatory based research and lead these research efforts. This role will also manage the design, development, and implementation of several AmeriCorps member initiatives including the creation and launch of affinity spaces and networking groups. The Community Engagement Evaluator will also provide expertise and leadership in improving upon current strategies and developing new strategies to increase the retention of BIPOC AmeriCorps members. This role will work closely with the VP of Equity and Inclusion.

### Essential Job Functions

1. Build relationships with community members and organizations aligned with our mission.
2. Develop process for conducting Community Based Participatory Research including utilizing qualitative or a mixed methods design.
3. Lead research projects centering community members including interpreting, synthesizing, and analyzing data using scientific or statistical techniques.
4. Complete project related administrative and budgetary responsibilities for community based participatory research projects.

**AmeriCorps Member Retention Strategies:** The Community Engagement Evaluator will lead the implementation of several key retention strategies.

1. Design, launch, and manage member affinity and alumni networking group(s) for BIPOC AmeriCorps members.
  - a. Develop plan for member affinity and alumni networking groups, including creating the format and session content.

- b. Facilitate monthly member affinity groups until AmeriCorps member can lead facilitation.
  - c. Help create and modify data tracking systems to identify and manage databases of interested members and alumni interested in maintaining connection.
  - d. In partnership with Communications Team, create communication plan and structures to engage with alumni and current members.
  - e. Collaborate with AmeriCorps program leaders to identify opportunities to support members and alumni.
2. Create opportunities for AmeriCorps members to provide feedback throughout the year.
  - a. Design and facilitate opportunities for members to provide feedback including but not limited to focus groups, surveys, and/or interviews on their AmeriCorps experience during recruitment, hiring and onboarding, and service term.
  - b. Analyze feedback reported by members and produce reports on key findings.
  - c. In partnership with the VP of Equity and Inclusion, translate and disseminate key findings and make recommendations on improving the AmeriCorps experience for BIPOC members to ServeMinnesota Board, staff, AmeriCorps programs, members, and other key stakeholders.

### **Other Job Functions**

**Related Strategies:** The Community Engagement Evaluator will support additional related tasks and projects tied to member retention.

1. Work collaboratively across the organization to support related and emerging initiatives.
  - a. Utilize project management skills with new or emerging projects, including coordinating project schedules, resources, and information; and tracking key deliverables, collaborating with project team members.
2. With VP of Equity and Inclusion, provide trainings and resources to AmeriCorps programs and ServeMinnesota staff on project related work.

### **Job Qualifications**

#### **Minimum Job Qualifications**

- Demonstrated commitment to valuing diversity and contributing towards an environment that fosters inclusive practices and a sense of belonging.
- PhD or Master's degree plus five years of experience in community based participatory research or related field, especially in conducting qualitative research.
- Experience working with a research team in conducting scientific research projects, especially with community members who identify as BIPOC and/or experiencing poverty.

- Experience with affinity groups or employee resource groups, either having participated in or facilitated those meetings.
- Experience in developing, managing, monitoring, evaluating, and/or measurement of programs, especially with new programs or initiatives.
- Exceptional relationship building skills in the community.

### **Preferred Job Qualifications**

- Previous AmeriCorps experience serving as an AmeriCorps member.
- Experience facilitating group meetings including, in-person and virtual settings.
- Solid experience with Microsoft Excel, Word, and PowerPoint.

### **Knowledge, Skills, Abilities**

- Ability to utilize scientific methods in conducting qualitative research.
- Understanding of the purpose of AmeriCorps and its impact in the community.
- Knowledge and understanding of issues and concerns of communities of color and other diverse groups, critical issues driving opportunity gaps, and the corresponding approaches adopted to improve outcomes.
- Ability to build and maintain relationships with community members, especially those who identify as BIPOC.
- Ability to listen to key stakeholders and create change based on feedback.
- Demonstrated ability to create reports aligning with key outcomes.
- Communicate effectively with people and groups in multiple settings within and outside of ServeMinnesota.
- Effectively utilize existing and emerging technology.
- Travel locally as needed to attend meetings and community events.

### **Workplace**

At ServeMinnesota, we are highly invested in the success of our people. We strive to make it an awesome and inclusive place to work and we recruit passionate people. We are looking for people who are energized by making an impact in our communities through national service.

This position is available to all, without regard to Race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, familial status, disability, sexual orientation, or age. It is also unlawful to retaliate against any person who files a complaint about discrimination. In addition to filing a complaint with local and state agencies that are responsible for resolving discrimination complaints, you may bring a complaint to the attention of the AmeriCorps Agency.

ServeMinnesota is committed to hiring staff people who reflect the diversity of the Minnesota communities we serve. Studies have shown that women and people of color are less likely to apply for jobs unless they believe they meet every one of the qualifications as described in a job description. We are most interested in finding the best candidate for the job, and that candidate may be one who comes from a less traditional background. We would encourage you to apply, even if you don't believe you meet every one of our qualifications described.

This position is based downtown Minneapolis but currently working remotely. The salary is \$68,500-\$73,000.

Please submit a resume. Instead of including a cover letter, please answer each of these questions in either the body of the email or as a separate attachment, so we can get a better idea of your experience and interest in this position and our organization:

1. Why are you interested in ServeMinnesota and this particular position?
2. How does your experience align with the Essential Job Functions and Minimum Qualifications of this position?

Submit applications to [lisacarlson@serveminnesota.org](mailto:lisacarlson@serveminnesota.org).  
Application deadline is January 24, 2022.