



Engagement Coordinator (Spanish-speaking)

Part-time, regular position; 15-20 hours per week

\$24/hour, benefits eligible position

[Apply by filling out this form](#). Applications will be reviewed on a rolling basis.

Organization Description

Whittier Alliance is a 501(c)(3) nonprofit neighborhood organization serving the residents and businesses of the Whittier neighborhood. Whittier is a densely-populated, lively neighborhood known for its diversity, destination dining, arts and cultural institutions, and livable, bikeable, walkable streets. Our borders are 35W and Lyndale to the East and West, and Lake Street and Franklin Avenue to the South and North.

Whittier Alliance works to connect neighbors to local government, local government to neighbors, and neighbors to each other. We have a particular focus on housing and land use and community engagement in the neighborhood. We organize regular community events and work to ensure that Whittier residents have the opportunity to shape their neighborhood.

Position Description

The Engagement Coordinator will work to build and strengthen relationships with neighbors, volunteers, small business owners, and community partner organizations. This role will involve volunteer recruitment and management, door knocking and direct outreach, staffing committee meetings, tabling at community events, and leading logistics for standing events and meetings.

This role will specifically focus on outreach to Spanish speaking residents and business owners. Fluency in Spanish is required.

This role might be a good fit for you if you...

- Are a people person and feel comfortable striking up conversations with strangers.
- Enjoy creative problem solving and like to figure out how to best share information with the people who would benefit from it.
- Feel excited about building new systems, and maybe even appreciate a color-coded project management spreadsheet.

This role is supervised by the Executive Director. This is a part-time position, with an expectation of 15-20 hours per week, depending on the needs of the organization. This role will require some night and weekend hours for outreach work and community meetings and events. Daytime hours are flexible, and can include up to 40% work from home hours. Office work is conducted at the Whittier Alliance office (10 E 25th St, Minneapolis), which is a small (friendly!) shared office environment.

Job Responsibilities:

Relationship-Building & Organizing - 50%

- Conduct outreach for Whittier Alliance. This might include doorknocking, tabling at events, cold emailing, or chatting with someone who walks into our office to ensure that residents know what WA does and how we can serve them.
- Execute outreach for contracts. We are sometimes hired by external organizations to do

outreach in the Whittier neighborhood. This role will involve working together with the full WA staff to successfully meet outreach and engagement goals for grants and contracts.

- Work together with WA staff to develop a volunteer engagement and leadership pipeline so that new volunteers are engaged and existing volunteers have the opportunity to build their involvement.
- Represent Whittier Alliance on meetings for coalitions that we have joined.
- Maintain accurate records of outreach efforts.

Event & Project Support - 40%

- Support planning and execution of assigned events and projects in partnership with other staff, volunteers, and partners.
- Brainstorm and experiment with new WA events, with a goal of building awareness of WA as an organization and providing useful services to Whittier residents.
- Provide coordination and support for WA committees, including building agendas, taking minutes, staffing the committee meetings, and coordinating with the volunteer Committee Chairs to ensure meetings run smoothly.
- Contribute to event and project evaluations, including data and content collection for grant reporting.

Organizational Support - 10%

- Contribute to collective internal efforts, such as office space organization, supply ordering, office and phone coverage, etc.
- Regularly review project folders to ensure key documents and information are accessible on the shared files drive.

Here are the skills you need to have for this position:

- Fluency in Spanish
- Strong problem solving skills and the ability to figure things out on your own
- An interest in learning about technical subjects, particularly tenant rights and government programs
- Reliability, follow-through, and the ability to independently manage your time
- Excellent verbal and interpersonal communication skills
- The ability to self-start and work independently as well as collaboratively in a small team environment
- Ability and experience working with people who are different from you

Pay and benefits

This role will pay \$24/hour. This role is eligible for part-time benefits, which include:

- Paid time off, sick time, and holiday hours
- \$250/month health expense reimbursement
- SIMPLE IRA plan with 3% employer match, eligibility starting 2026
- Paid parental leave

Apply for this position by [filling out this form](#). If you have any questions, please email Anna (anna@whittieralliance.org).