



Position: Community Coordinator

Position Type: Part-time Contractual (hourly - 20 hours a week)

Organization: Ignite Empower Transform (IET)

Reports To: IET Board

Location: Duluth MN, serving the Twin Ports

Compensation: Competitive; based on experience

About Ignite Empower Transform (IET)

Ignite Empower Transform is a 501(c)(3) organization deeply committed to fostering a diverse and inclusive community in the Duluth Twin Ports region. Our mission is to offer comprehensive social, entrepreneurial, and cultural elements, aiming to operate from a place of profound community commitment. Our vision is centered on cultivating economic safe spaces and services that empower generational success and wealth, ultimately leading to a sustainable and thriving ecosystem for BIPOC communities. Think of it as a welcoming center.

Job Description

We are seeking a dynamic and community-oriented Community Coordinator to begin developing the framework and structure for the Economic Empowerment Center (EEC). This individual will be instrumental in cultivating a cultural space where community members can access essential resources and feel a strong sense of belonging. The Coordinator will play a pivotal role in developing future programs and initiatives aimed at empowering BIPOC communities, driving both immediate impact and long-term generational success.

Key Responsibilities

- **Program Development:** Spearhead the creation and implementation of innovative programs and initiatives from the ground up, focusing on the needs and aspirations of BIPOC communities within the Duluth Twin Ports region. Market events. Evaluate classes, activities, and special events for program areas. Manage the office including: answer phones, email, and other communications; maintain the EEC calendar; purchase supplies; and other duties as necessary.
- **Community Engagement:** Foster strong relationships with community members, local organizations, and stakeholders to build a culture of inclusivity and belonging. Actively

engage in community events and activities to deepen organizational ties and understand community needs.

- **Resource Cultivation:** Identify, develop, and manage a network of resources and partnerships that support the organization's mission and community needs. Ensure accessible and impactful services and support structures are in place.
- **Financial Oversight:** Manage program budgets and resources efficiently, ensuring transparency and effectiveness in the use of funds. Monitor and report on financial performance and program outcomes. Research and pursue new funding opportunities. Meet budgetary goals as set by the board.
- **Vision Implementation:** Work closely with the IET Board to align program initiatives with the organization's mission and vision, contributing to the overall strategy and impact. Research community recreation needs and interests. Maintain board relations and report progress to the board.

Required Qualifications

- Proven experience in program development and community engagement, ideally within a non-profit or community-focused organization.
- Strong understanding of the challenges and opportunities within BIPOC communities, with a focus on economic empowerment and generational wealth.
- Excellent interpersonal and communication skills, with the ability to engage diverse groups and build consensus.
- Experience in financial oversight and budget management.
- Deep ties to the Twin Ports community are highly desirable.
- A passion for social justice, community empowerment, and cultural inclusivity.
- Basic proficiency in technology skills, oral, and written communications

Preferred Qualifications

- Bachelor's degree, or equivalent experience with program creation.
- Experience conducting community surveys and data analyzation
- Experience with building operations

How to Apply

Interested candidates should submit a cover letter and resume outlining their qualifications, experience, and why they are passionate about contributing to the mission of Ignite Empower Transform. Applications should be emailed to Amanda Lindquist at economic@duluthnaacp.org.

Ignite Empower Transform is an equal opportunity employer and strongly encourages applications from people of color, persons with disabilities, women, and LGBTQ+ applicants.

Application Deadline: May 31, 2024, or until a qualified applicant is found.

For more information on IET please visit <https://duluthnaacp.org/IET>