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Contact: Ashwat Narayanan
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Now hiring: Communications Coordinator

Our Streets Minneapolis seeks a Communications Coordinator who is passionate about our work to create a city where biking, walking, and rolling are easy and comfortable for everyone. This person will lead external communications for all areas of our work.

How to apply

Send a resume and cover letter to Ashwat Narayanan at ash@ourstreetsmpls.org. The resume should include all relevant paid and unpaid experience and education along with key responsibilities and time served in each role. The cover letter should tell us more about the candidate including why they will be a good fit for this role.

Position will be open until filled. Applications will be accepted on a rolling basis. Application review will begin on Monday, April 5th.

Our Streets Minneapolis is an equal opportunity employer with a focus on creating [safer spaces](#) for our employees. Black people, Indigenous people, people of color, people with disabilities, transgender people, nonbinary people, and women are strongly encouraged to apply.

About Our Streets Minneapolis

Our Streets Minneapolis works for a city where biking, walking, and rolling are easy and comfortable for everyone from all identities and backgrounds. We encourage prospective candidates to read about our [mission, vision, and methods](#), our [policies and positions](#), and our [current programs](#) to learn more about our organization.

About the Communications Coordinator position

Pay & benefits

The Communications Coordinator will be a salaried, exempt position expected to work 40 hours per week. Starting annual salary for this position will be \$40,000 to \$45,000 depending on experience.

We offer a generally flexible work schedule, except for required events and meetings.

Our benefits package includes paid time off, health insurance reimbursement, retirement contribution matching, partial cell phone reimbursement, transit and bike share allowance, and bike/walk to work credit.

Essential duties and responsibilities

Digital Media

- Manage and create content for social media including Facebook, Twitter, and Instagram profiles
- Create and send biweekly email newsletter
- Edit and publish blog posts
- Maintain websites

Traditional Media

- Create and send press releases
- Facilitate interviews

Design

- Create graphics for digital and print media and Our Streets Minneapolis merchandise
- Design print materials
- Prepare annual report
- Manage contracts with outside designers

General

- Act as organizational copywriter
- Order and keep inventory of organizational merchandise, including t-shirts
- Take out print and digital ads to market our work
- Manage communications vendor relationships
- Manage relationships with media
- Provide a consistent, positive passion for biking, walking, and rolling
- Use relevant work area budgets
- Use NationBuilder database to manage organizational communications
- Staff Our Streets Minneapolis events, serving in an outreach role
- Perform other duties as needed

Skills and qualifications

Candidates who feel they are a good fit for the position but do not meet all of the basic or preferred qualifications are strongly encouraged to apply.

Basic skills and qualifications

- Excellent written and verbal communication skills
- Ability to adhere to branding as outlined in existing Our Streets Minneapolis style guide
- Experience designing print materials, social media graphics, and/or merchandise
- Ability to work independently and as part of a team
- Direct communication

- Strong attention to detail
- Ability to manage and meet deadlines
- Proficiency in Google Apps
- Ability and commitment to striving to realize Our Streets' [Safer Spaces policy](#) and [equity commitments](#)
- Ability to work several outdoor events on weekends, including all [Open Streets Minneapolis](#) events
- Ability to work some evenings
- Meet all criteria specified in Work Conditions section below

Preferred skills and qualifications

- Experience creating advocacy communications
- Website design
- Proficient in Spanish, Somali, Oromo, or Hmong
- Proficiency in Adobe Creative Suite, Canva, and/or NationBuilder
- Experience with Facebook ads and marketing
- Experience working with volunteers

Work Conditions

Our Streets Minneapolis staff are currently working remotely due to risks posed by the COVID-19 pandemic. During this time the Communications Coordinator will need to work from a computer using personal wifi in their home. If desired, the Communications Coordinator may bring a desktop computer from the Our Streets Minneapolis office to use at home during the pandemic.

All Our Streets Minneapolis staff are required to have a smartphone.

Once it is safe, the Communications Coordinator will work out of the Our Streets Minneapolis office in downtown Minneapolis, and at local community events within Minneapolis.

The Our Streets Minneapolis staff is a small team that works in an open plan office. The Communications Coordinator will report to the Executive Director and work closely with all other staff members.

This position involves working at outdoor events which includes the following requirements:

- Ability to transport themselves to and from events across Minneapolis
- Ability to sit or stand outside for up to nine hours at community events in all weather conditions from May through October
- Ability to go up and down one flight of stairs to reach our office
- Ability to lift 25 pounds to move equipment for events