



**Senior Community Planner and Organizer  
Job Description  
October 2024**

**Overview:** The Payne-Phalen Community Council (PPCC) in St. Paul seeks a community planner/organizer to coordinate and advance our organization's community planning and environmental justice aims. We seek a professional who can plan and conduct deep engagement within our many diverse communities. PPCC looks to hire a leader to work in community to develop knowledge, insights and solutions related to sustainable transportation, clean energy, improved air quality, and mindful city planning at the grass roots level. A critical part of PPCC's work is our partnership with HOURCAR, a Twin Cities based non-profit that offers car sharing services, especially in low resource, transit-dependent communities. Along with HOURCAR, PPCC's collaboration includes the American Lung Association, the City of St. Paul, other district councils, neighborhood groups and community coalitions.

**Role and Responsibilities:** The Community Planner/Organizer position reports to PPCC's Executive Director. The everyday roles and responsibilities of this position include:

- Working within our neighborhoods and communities to build awareness of the EV Spot Network and Evie Carshare and to educate people about the practical, economic, and environmental benefits of car sharing, electric vehicles, and multi-modal transportation.
- Collaborate and meet regularly with colleagues in peer organizations and agencies working to advance carsharing, transit, transit-oriented development, transportation hubs, improved air quality, improved public health, urban reforestation, and the creation of meaningful public spaces.
- Develop, cultivate, and support relationships with existing and emerging coalitions. Working together to advance a variety of emerging environmental justice efforts underway on the East Side. Conceptualize, organize and share information about factors that contribute to environmental disparities and cause harm in low-resource communities. Engage in and advance productive, community-centered conversation to stimulate empowerment, propel community action, and foster community-based problem-solving.
- Work alongside PPCC staff, Board Members, and other community organizations to gather, analyze, and articulate a long-range community plan and vision for Payne-Phalen in the year 2040.
- Prepare and present regular oral updates and written reports on all related activities and projects.

**Qualifications and Skills**

***Professional Qualifications:*** We seek candidates who have some experience working in this kind of a position or in another role that is like the work involved in this position:

- Demonstrated experience serving in a public-facing role in community planning, community organizing, or public-facing project management.
- Demonstrated commitment to cultural competency, including experience collaborating effectively with people of diverse backgrounds, including but not limited to race, ethnicity, gender, nationality, sexual orientation, religion, language, ability, age and socioeconomic status.
- Interest and experience working to further community empowerment in social justice, economic justice, and/or environmental justice.
- A High School diploma or GED is needed. Preference will be given to candidates who have an associate degree or bachelor's degree. PPCC will consider applications from those who are presently working toward completion of a degree.
- Proficient with varying software applications, social media, MS Office and cloud-based apps.
- Initiative-taking, organized, and punctual. Ability to work both independently and collaboratively in a multi-disciplinary environment.

- Ability to work occasional evenings and weekends.

**Ideal qualifications:** Ideal candidates will have these qualifications and experience:

- Familiarity with long-range community planning, multi-modal transportation, environmental sustainability, and community public health.
- Strong organizational skills, task management, problem-solving and mindfulness.
- Excellent written and verbal communication skills, specifically with community members through in-person interactions and meetings. Experience developing multi-stakeholder engagement using a variety of methods.
- Ability to work both independently and as part of a team.
- A current driver's license is important for the work of this position.
- Multi-lingual, especially in Hmong or Spanish is preferred.
- Experience or working knowledge of Geographic Information Systems (GIS) and working with community-based mapping tools is a plus.

**Personal Attributes:** We are seeking someone who is enthusiastic about working with others and feels confident talking with diverse groups

of people. If the following qualities describe you, you will probably enjoy this job and be a good fit:

- Outgoing. Enjoy meeting with, listening to, and talking with new people. Thoughtful and curious.
- Open-minded. Comfortable in multi-cultural and multi-generational settings. Excited about collaborating directly with people from diverse communities to engage in information sharing, ideation, and thinking about the future.
- Committed. Strong sense of initiative, leadership and self-actualization. Ability to think ahead, be creative and encourage creativity in others around you.
- Curious and thoughtful about the world around you. Concerned about the future and committed to positive change in under resourced communities. Eager and willing to teach others and learn from others equally.
- Resourceful. Ability to create and advance ideation and problem solving within and amongst colleagues, peers, and community.

**Salary and Benefits:**

- This is a regular full-time employee opportunity, 32 hours per week within a flexible schedule and hybrid work environment. The starting salary for this position is \$45,000 - \$55,000/year based on experience.
- Employment with PPCC includes paid vacation, paid sick days, and paid holidays. We also provide a health and well-being benefit to all employees, including this position.

**How to Apply:**

- Resumes will be accepted and reviewed on a rolling basis. Review of resumes will begin on Monday, November 25th. This position is open until filled.
- **Send cover letter and resume by e-mail to: [director@paynephalen.org](mailto:director@paynephalen.org)**

*The Payne-Phalen Community Council exists to promote the physical, social and economic development and human dignity of people of all ages, backgrounds, cultures, and communities within our geographic boundaries and across St. Paul's East Side. The Community Council organizes within and across the community to fulfill the vision and interests of all people living in or operating business in Payne-Phalen. Our mission is to improve Payne-Phalen neighborhoods by engaging, educating and empowering all residents in our diverse communities. Payne-Phalen is the largest and most diverse of the 17 planning and citizen participation districts in St. Paul. We are an independent, registered Minnesota non-profit 501(C)3 organization governed by an all-volunteer 17- member Board of Directors. Presently our Board is a majority people of color.*

*The Payne-Phalen Community Council will not discriminate against or harass any employee or applicant for employment because of race, creed, religion, gender, gender identity, sexual or affectional orientation or preference, color, national origin, ancestry, familial status, age, ability, marital status, or status with regard to public assistance.*