



3747 Cedar Ave S
Minneapolis, MN 55407
651-699-2426
metroblooms.org

Job Title: Community Relations Manager
Reports To: Executive Director and community relations team
Status: Flexible, exempt (30-40 hours/week).
Starting Wage: \$52,000-\$54,080/year (depending on experience). Benefits include paid time off, paid holidays, paid staff development, health insurance, family leave, and retirement benefits.
Start Date: September 1, or earlier depending on candidate

WHO WE ARE

Metro Blooms is a nonprofit that partners with communities to create resilient landscapes and foster clean watersheds, embracing the values of equity and inclusion to solve environmental challenges. We believe that collaboration with our communities is the most impactful way to heal our earth and we strive to center relationships in all that we do. Most of our work happens in the Twin Cities metro, but we partner with organizations across Minnesota to create healthier outdoor spaces for people, water, and pollinators. Metro Blooms owns the for-profit Metro Blooms Design+Build, which is a full-service landscape design and construction company. We coordinate our work across entities for impactful programming.

Metro Blooms celebrates diversity and is committed to creating a positive, equitable and inclusive environment for all employees and applicants. We don't just accept difference, we thrive on it for the benefit and resilience of our employees, our programs, and our community. We are passionate about creating a diverse workforce that promotes the values of equity.

Metro Blooms values a supportive culture of flexibility. Our staff have the ability to work remotely or in our office in south Minneapolis. Most staff enjoy a hybrid of remote and in-person work. The person in this position is expected to work in the office at least 2 days/week to start and to attend in-person partner and community meetings as needed.

POSITION SUMMARY

Our community relations team is a voice for Metro Blooms and a resource for our communities. The team fosters and supports relationships that connect our work with projects throughout our communities as we build capacity towards environmental justice. We work across multiple sectors, partnering with residents, community organizations, local governments and property owners.

Internally the Community Relations Manager works with and mentors a team of 4 environmental/social justice advocates, providing supportive, inspiring and active leadership so that members

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develop broad and deep understanding of their role, supporting them to advance professionally and grow in their community-focused relationships.

At Metro Blooms, we strive to support the agency of our staff to develop and implement projects within their communities, and to collaborate within our project-based teams to help our community partners implement environmental projects locally. This position supports external programming and internal culture that aligns with the organization's commitment to diversity, inclusion and engagement.

Key initiatives for 2022 include:

- 1) Advancing BIPOC community participation in neighborhood-wide environmental projects in North Minneapolis.
- 2) Amplifying renter voice, capacity, power and funding to implement and care for resilient outdoor spaces that meet the needs of the residents in affordable and public housing communities. We embrace transparency and resident engagement in this work. [Please review our guiding principles for this work here.](#) The Metro Blooms community relations team leads partnerships to co-create livable, resilient outdoor spaces.
- 3) In partnership with the education team, advance participation in the Sustainable Landcare Training program, co-creating pathways to quality work in the green jobs industry, including engagement with the Sunnyside Peace and Prayer Garden and Northside Safety N.E.T. co-horts.
- 4) Advancing special projects and aligning them with the above initiatives, including Youthprise Participatory Action Research project with Environmental Justice Advocates.

HOW YOU'LL SPEND YOUR TIME:

The focus of this position is in the community, supporting long term, healthy relationships with partners and residents. To be responsive and collaborative, it's also important that we coordinate with other staff and partners and manage project activities. This position works within a community relations team to carry out the activities below.

Relationship Building (60%)

Facilitate the development and ongoing support of long-term relationships with community partners, organizations, and residents who share our vision for resilient landscapes that support social and environmental health. Many of our community relationships are with environmental justice communities, particularly renters, indigenous and communities of color, and low-income communities. This includes the following:

- Lead and attend meetings and outreach events with community partners and collaborators relevant to advancing Metro Blooms' mission
- Be a supportive resource for community partners and residents to consider, implement and care for urban green spaces, encouraging our partners to lead from a place of co-creation and community-first initiatives
- Provide mentorship and facilitation for Metro Blooms' environmental/social justice advocates (4, 17-18 year olds in 2022)
- Invite community partners to Metro Blooms events as appropriate to facilitate organizational relationships
- Coordinate, facilitate, and lead project-related community engagement events
- Facilitate and support resident project stewards and community leaders on multi family housing and community-based projects

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Project Management (25%):

Support internal and external coordination and community engagement on assigned projects, ensuring the project is carried out on time and within budget, including the following:

- Utilizing the Asana platform for project and timeline management
- Track multiple project budgets and ensure accurate reporting
- Work within project teams to implement objectives
- Act as key contact for partner communications
- Lead project-based grant writing for community relations projects, with the support of grant writing team
- Schedule and co-lead community relations meetings
- Track and coordinate with team members on assigned project details related to installation, education, and/or landcare projects. This may include management of development, engagement, design, installation, establishment, training, reporting, and/or evaluation of the project.
- Co-create and implement project evaluation with project stakeholders

Other Responsibilities (15%):

- Ensure grant and contract reporting is completed on time and that all deliverables are met.
- Work with Metro Blooms' development team to identify funding prospects and to draft compelling funding proposals to advance Metro Blooms' programs and mission.
- Other duties as necessary to achieve program objectives.

QUALIFICATIONS:

- **Education and/or Experience.** Community-organizing experience and at least 1 year of project management experience, including managing budgets and timelines. Experience mentoring young adults and youth. Connection to environmental communities in the Twin Cities Metro. Experience in and knowledge of equitable engagement principles and environmental justice.
- **Access to technology.** Access to high-speed internet and a mobile phone.
- **Skills, Knowledge, Abilities.** Excellent and responsive communicator, both verbally and by email. Ability to develop and maintain good relationships with partners, volunteers and staff. Passion for environmental justice and community-relations. Ability to utilize technology including Microsoft Office programs, Asana, timesheet reporting and cloud file storage software, and email for project-based work.
- **Must pass a background check:** This position includes working with youth.

To Apply: [please visit metroblooms.org/employment](https://metroblooms.org/employment)

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