



Community Engagement Intern Hamline Midway Coalition

The [Hamline Midway Coalition](#) (District Council 11) is one of 17 District Councils that serve the neighborhoods of St. Paul. A dynamic organization with a rich history, HMC is dedicated to making the Hamline Midway neighborhood a great place to live, learn, work and play. The neighborhood is a vibrant community that is home to a diverse and active population as well as many businesses and institutions.

Position Description

This is a paid part-time position (10 hours/week) with flexible start/end dates. Extension may be available, if desired. The intern will have the following responsibilities:

Project Management

- Provide research for 1-2 projects/initiatives in the Hamline-Midway community
 - North Snelling Revitalization
 - Renter Engagement
 - Establishing Community Forums
 - Equity Planning
 - Neighborhood Leadership (LISN program)
 - Block Clubs

Community Engagement and Communications

- Attend meetings in the community; assist with action items as assigned
- Assist in creating Contact Database for HMC
- Create and maintain business/resident records in HMC database
- Promote, plan and provide support for HMC's community organizing
- Coordinate specific community building and neighborhood improvement projects
- Enter contact information into the HMC database as needed.
- Assist with creating communications content (e.g. website, prepare e-newsletter, distribute fliers, social media, print).

DESIRED QUALIFICATIONS

The ideal candidate will have an educational background including most or all of the following: a high school diploma or equivalent; research experience, excellent people skills and written communication skills, computer-savvy, knowledge of the Hamline Midway neighborhood.

TO APPLY

E-mail a resume and brief introductory remarks to Kate Mudge, Executive Director at kate@hamlinemidway.org.