



## **On Board Othello Manager ~ March -December 2022**

### **Contract Position**

Our Southeast Seattle community came together in 2014, as OnBoard Othello (“OBO”), to create, coordinate, and implement a shared vision of equitable economic development for our Othello neighborhood. Othello is a vibrant and welcoming united multicultural community where businesses, residents, and visitors gather, and are empowered to explore, connect, and grow. This inclusive community generates innovative and equitable opportunities for current residents, businesses, and newcomers.

To achieve this vision, OBO and community partners work together to foster a strong sense of place, thoughtfully designed development, and equitable growth opportunities. In September 2021, OBO held a retreat to reinvigorate and possibly reimagine OBO. We identified the need to increase neighborhood representation and participation in OBO and our retreat to best serve the community.

The OBO Manager position is an outstanding opportunity for someone who lives, works, and/or volunteers in and understands the needs of the Othello neighborhood.

The manager’s main responsibilities will be to lead the process of outreach and engagement for more diverse participation in OBO, facilitate and manage OBO’s processes, prepare for and facilitate meetings, engage with other neighborhood organizations with an interest in Othello, and conduct our annual neighborhood survey.

The OBO Manager will report to and receive support from the Leadership Team.

### **Major Duties**

#### **Facilitate On Board Othello and Leadership Team meetings 30%**

- Organize and lead OBO monthly meetings
- Prepare minutes and send out to the members
- Support Leadership Team and organize their meetings
- Lead development of outreach plan with Leadership Team

#### **Manage On Board Othello administration and fiscal responsibilities 20%**

- Manage and provide support for action items follow-up
- Ensure that financial and activity reports are submitted correctly and on time to the fiscal sponsor
- Provide financial and other updates at each OBO monthly meeting
- Follow up with OBO partners on finance and reports for funders and fiscal sponsor

#### **Engage, Communicate with, and Recruit Othello community members to OBO, and manage community survey 30%**

- Conduct outreach and recruit new OBO members and interested parties
- Conduct and disseminate OBO annual community survey in multiple languages and collate the data for reporting
- Ensure that outreach is properly targeting interested BIPOC community members
- Develop and implement a communication plan and goals on targeted platforms and mainstream media, including online, radio, video, etc

### **Attend and Engage with community organizations 20%**

- Serve as OBO representative to the Rainier Valley Communities of Opportunity (RVCOO) cohort by attending steering committee meetings and reporting on behalf of OBO
- Engage with other Othello community meetings on a regular basis as OBO representative
- Create reports or obtain meeting minutes from Othello community groups to share with OBO

### **Required Qualifications:**

- Demonstrate culturally appropriate written and verbal communication with communities
- Possess strong organizational and problem-solving skills, creativity, attention to detail including time management, notetaking, and excellent follow-up skills
- Ability to adapt, work independently and collaboratively
- Experience with non-profit organizations and/or community organizing
- Ability to effectively collaborate with a variety of ethnic and interest groups
- Demonstrated strong administrative skills
- Data collection and analysis and reporting experience
- Strong familiarity with Microsoft Office Suite and willingness to learn new technologies

### **Desired Qualifications:**

- Experience with a variety of community organizations, each providing a different type of service, for example: housing, race and social justice, food justice, recreation, education, health and/or safety, etc.
- Knowledge of the Othello Neighborhood's community and its needs
- Ability to facilitate and organize in-person and online meetings
- Proven success with community organizing projects in Southeast Seattle
- Experience managing staff and volunteers
- Strong familiarity with Google Suite and Social Media platforms

**Time commitment:** March 15 – Dec 15, 2022. Approximately 10 – 15 hours per week. 80% of work will be remote.

**Applicants** should submit a resume and cover letter addressing the qualifications above, including community organizing experience and experience working and engaging with diverse communities professionally, as a volunteer, or in community action work. Send resume and cover letter to Susan Davis: sbkdavis@gmail.com. Accepting applicants until Tuesday, Feb 22, 2022.

**Compensation: \$3,000/month. Funding is contingent on grant funding. Manager will be paid as an independent contractor. Manager needs to have their own business license, insurance, and meet funders' requirements. Occasionally, work may happen on evenings and/or weekends.**

No person is unlawfully excluded from employment opportunities based on race, color, religion, national origin, sex (including gender identity, sexual orientation and pregnancy), age, genetic information, disability, veteran status, or other protected class.