

**North End Neighborhood Organization (District 6 Planning Council)**  
**171 Front Avenue Saint Paul, MN 55117**  
**651-488-4485**  
[Website](#)

### **Community Engagement Intern**

PT-up to 20 hours per week up to approximately 15-20 hours per week and \$18 per hour

**Mission:** The North End Neighborhood Organization (NENO) works to serve, support, and promote our community as an equitable place for everyone to live, work, and play

**Resumes due April 30, 2023**

**Beginning May, 2023**

The North End Neighborhood Organization (District 6 Planning Council) is seeking to hire an intern the summer of 2023 to assist with several program areas, promote the North End Neighborhood Organization and assist the Executive Director, Board and Committees in equitable engagement efforts to our entire community related to event and program coordination and communication.

#### **Responsibilities**

- Assist in the creation, distribution or delivery of marketing materials & surveys and collect feedback
- Event planning and staffing.
- Update the organizations social media (Facebook & Instagram )
- Engage and create relationships with out community

#### **Qualifications:**

- Effective verbal and written communication skills.
- Comfortable conversing & engaging with diverse populations.
- Knowledge of social media.
- Ability to take direction and multi-task.
- Access to transportation.
- Computer skills; Microsoft Office, email,
- Flexible schedule-available to work mornings, evenings and some weekends
- Bi-lingual a plus

**Contact:** Send resume or any questions to Kerry Antrim at [ed@nenostpaul.org](mailto:ed@nenostpaul.org)

**Resumes will be accepted until April 30, 2023**