

SAMPLE

City of Minneapolis, Civil Rights Department

2023 Urban Scholars Position Description

Hate Crime Response Project Associate

Key words: Hate Crime, Research, Grant writing

Description: This exciting role would support the development and eventual launch of a City-wide campaign focused on educating our community on hate crimes - what they are, how to report, and building trust with community - and ultimately create a culture where people of all backgrounds are respected and thrive.

Job Duties

Graduate

This brand-new position would:

- Provide direct support to the Civil Rights Department on launching a Citywide campaign on Hate Crime Response.
- Research best practices from other jurisdictions and community groups who have done similar work.
- Support likely application to large federal grant, up to \$400,000 to support the work of this campaign.
- Support administrative tasks for the working group, which includes multiple departments within the City, including scheduling meetings, taking, and organizing notes, providing reminders on key dates, etc.
- Help build critical connections across the community for collaborations that will successfully support goals of this campaign.
- Support event planning for relevant community events and outreach to build trust, provide education, connections, and trust.
- Support Director, supervisor in creating visual materials for campaign to reach a wide audience with relevant, trustworthy information.
- Work with Director, supervisor, and working group to develop timeline of campaign, along with implementing best practices.
- Develop list of ways to engage with the larger community about this campaign, including educational opportunities, gatherings, and more.
- Other tasks as deemed necessary by the Director and supervisors.

Job Skills

- Qualitative and quantitative research
- Critical thinking and analysis
- Reasoning and problem solving
- Grant writing skills
- Community outreach and relationship building
- Creativity and originality

- Meeting deadlines

Department Information

SAMPLE

Civil Rights

Description: The City of Minneapolis Civil Rights Department enforce laws that protect and advance people's civil and human rights. The Civil Rights Department has five primary division: Complaint Investigations Division, Office of Police Conduct Review, Labor Standards Enforcement Division, Contract Compliance Division, and Equity & Engagement Division. The Equity & Engagement Division is responsible for the management and creation of the annual Urban Scholars program.

Valid Driver's License Required? No, but Scholar will need transportation to report to the office

Background Check Required? Yes

Remote Work Availability: Hybrid, Scholar will report in-person to the office at least twice a week

Primary Work location: City Hall, 350 Fifth St. S., Room 239, Minneapolis, MN 55415

Project Supervisor: Sherlonda Clarke