

LEAD VECINO Job Description

Application closing date: September 1, 2022

The Menlo Park Vecinos Program was launched in the summer of 2021, and currently has several active volunteers assigned to specific geographic areas of the neighborhood. Vecinos administer surveys, pass out flyers for neighborhood events, and make connections with neighbors in their designated area. The Vecinos are Menlo Park Neighborhood's primary mechanism to connect with populations typically not active in the neighborhood. Two significant functions of the Vecinos program are outreach to encourage neighborhood involvement by younger residents, minority residents, and Spanish-speaking households, and to increase participation in the Neighborhood Plan process, with the goal of increasing neighbor engagement.

Position Description

This position is with the Menlo Park Neighborhood Association [MPNA]

Salary: \$20.00/hr, up to 100 hours maximum through February 2023

Supervises volunteer Vecinos and coordinates community events in the neighborhood under the supervision of the Menlo Park Neighborhood Association Executive Board

This position will report directly to the Menlo Park Neighborhood Association President

Duties/Responsibilities

- Email Vecinos weekly to check-in about pending tasks, encourage participation and troubleshoot any issues that may arise, addressing "daily operations" questions and concerns from Vecinos, the Board, and the Neighborhood Plan Steering Committee [NPSC].
- Work with the NPSC and MPNA Board to organize up to 4 neighborhood events through February 2023 (such as a community yard sale, movie in the park, etc)
- Recruit volunteers for individual events
- Organize up to 4 gatherings of Vecinos to facilitate volunteer engagement and communication; create and distribute incentive/thank yous/rewards for Vecinos who are getting a lot done
- Coordinate with the NPSC to pick up and drop off materials for Vecinos to distribute
- Provide updates to the NPSC and MPNA Board as requested
- Work with the MPNA Board to identify priorities and action plan for the Vecinos, and develop a Vecino task list and work plan

Knowledge and Skills

Knowledge of:

- Community organization and outreach
- Collaboration with outside community and governmental agencies
- Experience supervising people in a work setting

Skill in:

- Effective written and oral communication
- Establishing and maintaining effective working relationships
- Working within a budget
- Experience with managing people

Minimum Qualifications

- Live or rent or own property within the Menlo Park Neighborhood boundaries, per membership criteria as defined in the MPNA bylaws
- Familiarity with MPNA meeting format and protocol

**IF YOU ARE INTERESTED IN APPLYING FOR THIS POSITION,
PLEASE COMPLETE THE FOLLOWING:**

NAME: _____

STREET ADDRESS: _____

PHONE NUMBER: _____

EMAIL: _____

Languages you speak fluently: _____

Have you attended any MPNA meetings? _____ Yes _____ No

If yes, how long ago, and how many meetings (estimate)? _____

Please briefly describe your experience with community organizing and/or event planning:

You may submit the completed form by email to zyentzer@gmail.com, or call Zach Yentzer, MPNA President at 520-401-4305 to submit a paper copy of the completed form.

DEADLINE TO SUBMIT THIS FORM IS SEPTEMBER 1, 2022