



CITY OF MINNEAPOLIS

Senior Policy Aide-Education, Child and Youth Opportunity, Achievement and Success Position Profile

THE POSITION



The Policy Aide for Education, Child and Youth Opportunity, Achievement and Success is a grant-funded position, responsible for leading the work of Minneapolis Mayor Betsy Hodges' office to focus effort and resources around a two-part agenda for Minneapolis children and youth, ages 5 to 25:

1. Ensuring that children in our schools are being thoroughly and effectively prepared for economic success in our growing and rapidly changing economy.
2. Helping children and youth develop the social and cultural knowledge and skills that they need to participate in, engage fully with, and transform our city's civic life as we grow to become One Minneapolis.

The Policy Aide will:

- Help the Mayor develop, advance, and implement the above agenda.
- Serve as the liaison between the Mayor's office and Minneapolis Public Schools to advance strategies that support student achievement, with a particular emphasis on eliminating racial disparities in outcomes.
- Work with the business community and City departments to identify Minneapolis' future workforce needs and partner with Minneapolis Public Schools to prepare students to meet those needs.
- Serve as the Mayor's main point of contact for a wide range of governmental, philanthropic, private-sector, community-based, labor, and non-profit partners who are engaged in improving educational outcomes and youth opportunities.
- Serve as the liaison between the Mayor's office and the Youth Coordinating Board to advance the YCB's Children and Youth Agenda across the city and region.
- Serve as project manager for initiatives that engage parents, educators, students, the business community, and other partners in improving educational, workforce, social, and cultural opportunities for youth in Minneapolis.
- Serve as the Mayor's representative and liaison to parent and community groups, other policy makers, and community stakeholders on youth and education issues.
- Provide the Mayor and other staff with written and oral policy briefings necessary for meetings and decision-making.
- Keep the Mayor and Mayor's office informed of and engaged with issues and activities important to children, youth, and education in Minneapolis.

THE POSITION DUTIES



In addition to City of Minneapolis departments, the Policy Aide works closely with many partners, sectors and collective-impact tables, including but not limited to Minneapolis Public Schools; Generation Next; Youth Coordinating Board; AchieveMpls; Education Transformation Initiative; Minneapolis Youth Congress; STEP-UP; The Minneapolis Foundation; Hennepin County; Minnesota Department of Education; Minnesota Department of Employment and Economic Development; Minneapolis Regional Chamber of Commerce; a broad range of philanthropic, private-sector, non-profit and labor partners; parents; youth; community-based organizations; and communities across Minneapolis.

THE CITY



Grow your career with a growing and vibrant world-class city that prides itself on being clean, green, diverse and active. What sets Minneapolis apart?

- We have a robust and diverse economy, with industry and businesses of all kinds.
- We are in the top five creatively vital cities in the country.
- We're a racially diverse city, home to large immigrant and native communities.
- We are an inclusive city, with a strong LGBT scene.
- We are known as one of the most bicycle-friendly cities.
- We love the arts: Minneapolis is second only to New York City in per capita attendance at theater and art events.
- We have one of the premier park systems in the country, with 170 parks covering more than 6,700 acres of land and water.
- We have 22 lakes. Giving us the nickname "The City of Lakes."

REQUIREMENTS

The ideal candidate for this position will have:

- Bachelor's Degree in a related field. In lieu of a Bachelor's Degree, an equivalent amount of related experience may be considered.
- Experience in governmental affairs or education program.
- Strong capacity to build coalitions across the public, private, nonprofit and philanthropic sectors, and in the community.
- Ability to build and nurture strong relationships with colleagues, including ones with divergent viewpoints and orientations.
- Sophisticated understanding of community stakeholders and community issues.
- Knowledge of educational and economic issues and initiatives that support youth in Minneapolis–Saint Paul, in Minnesota and nationally.
- Excellent written and spoken communications skills.

COMPENSATION

This is a grant-funded, appointed position with competitive compensation. Salary is based on past experience with a salary range of \$73,201-\$80,907 per year. The benefits package includes medical and dental coverage, a health and wellness program, health reimbursement accounts, flexible spending accounts, pension plans and deferred compensation retirement savings, vacation and sick leave, and 11 paid holidays.

TO APPLY

To apply for this position, please e-mail your resume and cover letter to: Bill Champa, Human Resources Department, at bill.champa@minneapolismn.gov. Resumes received by May 22, 2015 will be considered first. Visit www.ci.minneapolis.mn.us/jobs and look under "Featured Jobs" to learn more and to apply, and continue to check this space for future opportunities.