



JOB TITLE: SENA Snow Removal Pilot Program Coordinator
JOB CLASS: Temporary/Contract
REPORTS TO: SENA Executive Committee
LOCATION: Minneapolis
COMPENSATION: \$15.00/hour (10 hours/week)

Organizational Summary

The Standish Ericsson Neighborhood Association (SENA) is a resident-led nonprofit dedicated to strengthening our community by supporting neighborhood vitality, advocating for residents, and fostering local partnerships. Learn more at <https://www.senampls.org/>

Position Summary

SENA is launching a new Snow Squad as part of the City of Minneapolis Neighborhood Snow Patrol Pilot Program. The Coordinator will recruit and organize volunteers and paid neighborhood shovelers, match them with residents needing snow-clearing assistance, and ensure timely communication, documentation, and reporting to meet City requirements.

We are looking for a detail-oriented, proactive neighbor who excels at community engagement, volunteer coordination, logistics, and problem-solving.

This role begins as soon as December 15, 2025 and runs through April 15, 2026 (or the end of the snow season, pending available funds).

Key Responsibilities:

Program Coordination & Operations

- Finalize and evolve the SENA Snow Squad operational plan in collaboration with SENA leadership and City guidance.
- Organize shovelers into assigned properties, and activate on each City-declared Snow Emergency.
- Verify snow clearing completion (via photos or check-in) before volunteer stipends are processed.
- Maintain required documentation for City reimbursement (addresses served, dates cleared, stipend records, etc.).

Volunteer Recruitment

- Recruit, onboard, and support volunteer shovelers from within the neighborhood.
- Maintain a reliable roster and communication system for snow events.
- Coordinate volunteer access to materials (like shovels, warm clothing, etc) as needed.

Community Outreach

- Promote the program to Neighbors in Need through coordination with SENA staff, posting to social media, e-newsletters, flyers, and partnerships with schools and other community groups.
- Support residents with sign-up needs and track eligibility information via SENA's intake form.

Reporting & Administration

- Submit weekly updates to SENA staff/board.
- Track expenses and assist the Treasurer with submitting reimbursement requests to the City.
- Maintain accurate records of stipend payments (Venmo, check, etc.) per City documentation standards.

- Attend check-in meetings with the City's Snow & Ice Pilot Coordinator, monthly or as needed.

Required Qualifications

- Ability to present valid documentation for Form I-9 employment eligibility.
- Experience coordinating volunteers, community programs, or neighborhood services.
- Strong organizational, communication, and administrative skills.
- Ability to work independently and respond quickly during snow events.
- Comfort using tools like Google Forms, spreadsheets, and messaging platforms.

Preferred Qualifications

- Residency within the Standish–Ericsson neighborhood.
- Experience with City of Minneapolis neighborhood programs or grants.
- Familiarity with snow removal logistics (optional — training is available through the City).
- Ability to speak and write additional languages (Spanish, Somali, Hmong) as well as English is desirable.

How to apply:

Please send a letter of interest and relevant experience to office@standish-ericsson.org by **Thursday, December 11, 2025**. Apologies for the quick turnaround as we're racing against the clock with ongoing snowfall. Thank you for your interest in helping launch this important neighborhood service!