



West 7th / Fort Road Federation

395 Superior Street

Saint Paul, MN 55102

651.298.5599

www.FortRoadFederation.org

Temporary Community Engagement & Event Support Contractor

Organization: West 7th/Fort Road Federation

Location: West 7th neighborhood, Saint Paul, MN (primarily in-person outreach; some remote coordination). A laptop will be provided.

Contract Term: Approximately May 11 – August 15, 2026, flexible on dates dependent on candidate availability

Estimated Hours: Average 10–20 hours/week (flexible; event-dependent – more hours expected mid-June)

Compensation: Contract position; hourly rate DOE

About the Role

The West 7th/Fort Road Federation is seeking a temporary Community Engagement & Event Support Contractor to assist with neighborhood outreach, basic community garden coordination, and execution of key summer events. This role focuses on on-the-ground organizing, relationship-building, and event implementation to ensure continuity of community-facing work in the West 7th neighborhood.

This is a supportive, implementation-focused role that complements the Executive Director's ongoing administrative and strategic leadership.

Key Responsibilities

Community Outreach & Organizing

- Distribute flyers and outreach materials throughout the neighborhood
- Connect with residents and business owners along the West 7th corridor
- Support engagement efforts led by Federation committees and initiatives
- Relay community questions, concerns, and opportunities to the Executive Director

Event Coordination & Execution (Primary Priority)

Provide logistical and outreach support for:

- **West End Garage Sale** – May 30–31, 2026

The Fort Road Federation coordinates participation in advocacy and planning and builds community connections for the residents, businesses, and nonprofit organizations of the West 7th neighborhood so that it is a place where people want to live, work, and play.

- **16th Annual West End Neighbors' Garden Tour** – June 20, 2026

Tasks may include:

- Recruiting participating households and gardens
- Conducting targeted neighborhood outreach and follow-up
- Coordinating volunteers and day-of logistics
- Assisting with event setup, coordination, and troubleshooting
- Supporting post-event wrap-up and documentation

Community Garden Support

Provide light coordination and support for neighborhood community garden activities, including:

- Serving as a point of contact for basic gardener questions
- Assisting with seasonal communications and reminders
- Supporting volunteer workdays and light coordination needs
- Notifying the Executive Director of any emerging issues or resource needs

Business & Stakeholder Engagement

- Build relationships with local businesses regarding participation and promotion
- Maintain regular contact with neighborhood partners and stakeholders
- Represent the organization at community touchpoints as needed

Committee & Project Support

- Attend monthly committee meetings as a staff support presence
- Assist with implementation of community engagement goals tied to the strategic and district plans
- Provide flexible support on emerging engagement opportunities as they arise

Work Schedule

This role offers a flexible schedule, with some evening and weekend hours required around outreach, garden activities, and event dates. Higher time commitments are expected in the weeks leading up to and including the Garage Sale and Garden Tour.

Desired Qualifications

- Experience in community engagement, neighborhood organizing, or outreach
- Strong interpersonal and relationship-building skills
- Event coordination or volunteer management experience preferred
- Ability to work independently, stay organized, and follow through on tasks
- Familiarity with West 7th neighborhood and community networks is a plus
- Comfortable walking the corridor for outreach and attending in-person events

Supervision & Structure

The contractor will report to and receive weekly guidance from the Executive Director. The Executive Director will retain responsibility for organizational strategy, communications, and decision-making; this role focuses on outreach, engagement, garden coordination support, and implementation.

How to Apply

Please submit the following items via email to julia@fortroadfederation.org:

- A brief statement of interest
- Resume or summary of relevant experience
- Availability during May–August 2026

Applications will be reviewed on a rolling basis until the position is filled.