



1007 West Broadway Avenue, Minneapolis, MN 55411
www.theseadproject.org
612-460-5559

PROGRAMS & ENGAGEMENT MANAGER (Contracted)

POSITION DESCRIPTION

The SEAD Project is looking for a creative and self-motivated team player who enjoys the beat of a grassroots environment and is passionate about community building to lead, implement and manage our three core program areas (Heritage & Language, SEA Change Youth Lab and Planting SEADS Storytelling). The person in this role will work closely with the Executive Director and Creative Community Engagement Intern.

Organization Background: Started in 2010, the SEAD Project (Southeast Asian Diaspora) is a social organization on a mission to be an accessible community hub that facilitates the bridge to streamlined pop-up workshops on language learning, meaningful storytelling, cultural exchanges, and knowledge-sharing for Southeast Asian diaspora communities (primarily Hmong, Khmer, Lao, and Vietnamese refugee communities). Through safe and welcoming spaces and creative content, we hope to drive empowerment to plant the seeds of hope and possibility, locally, and globally. Since 2015, SEAD is a legally recognized 501c3 nonprofit organization based in Minneapolis, Minnesota.

Start Date: Open until filled.

Location: SEAD Office (2nd Floor) 1007 West Broadway Avenue, Minneapolis, MN 55411

Hours: 32-35 hours per week. Some weeknights and/or weekends are required.

Salary: Negotiable based on education and experience.

Key Roles & Responsibilities:

- Lead core program areas of SEAD; including Heritage & Language, SEA Change Youth Lab and Planting SEADS Storytelling to effectively meet programmatic outcomes and goals.
- Cultivate and facilitate outreach and engagement activities with all internal and external stakeholders (program participants, community members, etc).
- Collaborate and build relationships with Southeast Asian diaspora communities.
- Manage and oversee budgets for all programs.
- Monitor, track and evaluate all programs and participants and re-design programmatic components based on community-informed feedback.
- Prepare and summarize narrative and financial reports as needed.
- Research related grants as needed.
- Supervises team of interns.

Skills & Qualifications: Solid experience and education in community engagement, program management and/or similar project management roles and responsibilities are required. Must be a collaborative creative-thinker, highly organized, reliable, committed, accountable, problem-solver, multitasker, influencer. Basic technical knowledge of MS Office 2007+, research and analytical skills. Must be technically-savvy with excellent written and interpersonal communication skills and be able to work with a diverse team and across all POC communities, especially with Southeast Asian refugee and immigrant communities.

To apply: send letter of interest, resume, and two references to: Katherine Nguyen at katherine@theseadproject.org.