



2019-2020

STAR OF THE NORTH FELLOWSHIP

DEPARTMENT OF HUMAN SERVICES – COMMUNITY RELATIONS

OVERVIEW:

To support the efforts of the agency as it builds stronger and more visible relationships with the people DHS serves via community engagement efforts across the state. This position provides research, administrative assistance, and strategic planning support to the DHS community relations team, equity policy implementation process management, monitor and support working group activities, agency-wide equity review coordination, plans and strategies for increased community engagement at the agency, and attendance at meetings and conferences.

1. Facilitate progress on DHS' community engagement activities. Coordinate with the Director of Community Relations to determine research and administrative needs of the team.

- a. Develop equity project narratives, work plans, timelines and other materials, forms, and documents.
- b. Assist in the development of a communications plan for the team to be used with DHS and communities the department serves.
- c. Prepare and present research, proposals, plans, and programs as requested by Director of Community Relations.
- d. Attend community meetings and other work group meetings and contribute to discussions and strategic planning process.
- e. Follow up on requests and action items from meetings.
- f. Prepare project updates and reports.

2. Coordination of Agency-wide Equity Review and Advancement Activities

- a. Assist the Director of Community Relations on all agency-wide equity review activities.
- b. Review past agency-wide equity review materials, data and plans and make updates as needed.
- c. Communicate and coordinate with DHS administrations and divisions on current and future equity goals and project planning.
- d. Research equity and social justice plans and activities at other agencies throughout the country.
- e. Meet with contacts at other local agencies addressing equity (i.e., Center for Health Equity at MDH).

3. Equity Policy Implementation Process Management and Coordination

- a. Work with the Director of Community Relations to determine administrative needs for implementation of the equity policy
- b. Coordinate activities with organizers and participants and help prepare documents and materials.
- c. Assist with recruitment, training and other activities associated with the implementation initiative.
- d. Assist with development of monitoring and evaluation plan and help make adjustments to project as needed.

WHAT YOU WILL LEARN:

The applicant will learn about the Minnesota Department of Human Services and strategies for how state government can better serve people in need. This individual will have the opportunity to work across the entire department and learn more about other human service program areas as well as the importance of collaboration across divisions within the department.

WHAT WE REQUIRE:

Passion for community engagement and for serving Minnesotans who access services at the department. Understanding of the social determinants of health. Willingness and interest in engaging with people from all different backgrounds across Minnesota. Excellent writing and verbal communication skills. Ability to manage a project from beginning to end.

ADDITIONAL INFORMATION:

The community relations team at DHS works across the department to coordinate community engagement activities and provide opportunities for DHS staff to hear directly from the people, families, and communities they serve.

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