



PRACTICUM DESCRIPTION

ABOUT THE ORGANIZATION

The Community Builders Network of Metro St. Louis (CBN) was founded in 2011 at a meeting of over 30 community building nonprofits from across the St. Louis area. These founding members were looking for ways to support each other as peers and advocate for critical issues and policy with a shared voice—especially as federal and state dollars that support community building work continue to shrink.

Since then, CBN has grown from an informal coalition to a 501(c)3 nonprofit with over 70 members, many of whom have been at the table since that initial meeting in 2011. The network is now supported by a team of dedicated staff, AmeriCorps VISTA members, interns, practicum students and a Board of Directors that represents member organizations from a range of sectors and communities across the St. Louis region.

The mission of CBN is to support, connect and celebrate organizations working to champion St. Louis region communities, especially those most impacted by systematic disinvestment. Our network builds bridges across the St. Louis region's community building sector. Our capacity building supports our member organizations and their partners so that they can do their best work. Our advocacy champions policies that strengthen our civic muscle. Our storytelling celebrates what it takes to make our St. Louis communities great places to live.

ABOUT THE POSITION

The Practicum Student will be working directly with our membership to build their capacity to deliver impactful place-based initiatives in their community. This position is responsible for building relationships with the private and public sector to achieve equitable community building efforts, strategically steering and supporting the growth of place-based organizations in the St. Louis community, providing technical assistance to member organizations, and creating and facilitating marketing communication activities that increases awareness to the community building efforts in the region.

Experience gained and acquired include:

- Practical experience in the community development field.
- Experience in facilitating and managing individual and group projects.
- Experience in working, interacting, and influencing civic, community leaders and other key stakeholders at the local and state level preferred.
- Experience in working with a diverse range of people from a variety of socio-economic levels and building consensus around a common set of goals and outcomes.
- Experience working in complex environments and managing multiple projects simultaneously.
- Knowledge and practical field experience in urban planning, community real estate development, economic and workforce development, economic justice, and public policy.
- Relevant community development terminology encountered in the course of work.

Responsibilities include, but are not limited to:

- Assist in the membership recruitment and renewal process



COMMUNITY BUILDERS
NETWORK OF METRO ST. LOUIS

- Assist in creating new programs that meets the need of the membership
- Compile weekly and monthly newsletter communication to our network and membership to update the latest community development trends, news and opportunities.
- Assist with the coordination of meetings, events, workshops and other activities with member organizations to build and enhance capacity in the community development field.
- Assist in tasks, assignments, and required follow-up from meetings and events.
- Assist in the creation of meeting summaries and distribute via email to attendees.
- Assist in the creation of reports, presentations, documents and correspondence related to project activities
- Develop and sustain close working relationships with a wide variety of stakeholders.
- Research and stay informed on local and state levels legislation and advocacy efforts related to the community development field.
- And other projects as assigned.

POSITION QUALIFICATIONS

Education:

Students pursuing their Master's (Bachelor's degree acceptable) from an accredited college or university in public administration, urban planning, economics, social work or related field.

Desired Qualifications:

- Communicate strongly both orally and in writing; ability to speak publicly (e.g., small groups).
- Organize and prioritize to ensure effective workflow and response to deadlines.
- Establish and maintain effective working relationships with individuals and groups.
- Use basic computer word processing and spreadsheet/database management applications (i.e. Microsoft Word/Excel/Access/PowerPoint applications) and comfortable with the use of virtual meeting technology (i.e. Zoom)

APPLICATION

Interested candidates should send their cover letter and resume to admin@communitybuildersstl.org with subject line "Interest in Practicum Position".