

Community Connector Contractor

**Organization:** The Loft Literary Center, Minneapolis  
[www.loft.org](http://www.loft.org)

**Status:** Contract, Hourly: 8-10 hours/week. January–August 2025

**Reports to:** Digital Outreach and Community Engagement Manager

**Budget:** : \$20/hr: This is a contract position and not benefits eligible, but contractor will be eligible to take one free Loft class. Any driving mileage will be compensated at \$0.67/mile.

**About the Loft:** The Loft Literary Center is the country's leading nonprofit literary center, offering classes, events, and services for readers and writers in Open Book, in community settings, and increasingly online. The Loft also supports writers and readers through grants, mentorships, writing studios, regular readings and spoken word series, and a wealth of resources about craft and the writing life on its website.

The award-winning Loft Literary Center is renowned for the quality of its programming and its service to the community.

**Logistics:** This role is a contract position and with the exception of a few events/meetings will set their own schedule. Contractor must have their own car, driver's license and evidence of insurance, for community flyering. They also must live in the Twin Cities metro area. Mileage will be compensated for any flyering and outreach around town. There may be some adjustments to hours according to seasonal work flows. Reliable computer and internet access are required for work off-site.

**Purpose:** This role helps the Loft build connections and awareness of Loft offerings. Through activations, tabling, outreach, info sessions, flyering, and digital tools, the outreach contractor helps drive awareness, reach, and engagement from key audiences.

**Primary Areas of Responsibilities and Tasks**

In all areas of accountability, responsiveness, empathy, humor, and impeccable attention to detail are essential. You will be a good fit if you enjoy a flexible schedule with some evening and weekend engagements; enjoy building community connections; love building creative new approaches to outreach; and you share our commitment to antiracism. Success in this role requires an excitement about working in community and fostering relationships.

**Community Flyering (40%):**

- In collaboration with Digital Outreach and Community Engagement Manager, develop relationships and outreach strategies for informational materials. This includes developing maps for outreach to area libraries, institutions, coffee shops, and other community hubs.
- Maintain list of active sites that welcome Loft materials, delivering materials as needed or updated.

**Digital Outreach (40%):**

- Assist Community Engagement team with digital outreach tools such as webinars, info sessions, video reels/shorts aimed at key communities.
- In collaboration with Senior Director of Community Engagement, assist with targeted outreach for key programmatic offerings.
- Ensure events are listed on local digital calendars

**Community Outreach/Tabling (20%):**

- Represent Loft at community fairs, information sessions, and outreach events.
- Create opportunities for regular outreach info sessions with target populations.

**The specific knowledge required to do the above can be learned if the applicant meets the following:**

- Community outreach and engagement skills
- A customer service orientation—the ability to remain personable, diplomatic, and a commitment to be responsive
- An outgoing personality eager to engage public and institutional partners
- A track record of fostering connection in diverse communities
- Knowledge of and experience with culturally and aesthetically diverse voices and audiences
- Appetite and ability to learn quickly

- Strong interpersonal and communications skills including proficiency in written and spoken English
- A positive, forward-looking, and curious approach
- A demonstrated commitment to antiracism and ability to champion the Loft's core values

**The ideal contractor will have:**

- A love of stories and books
- Analytical skill and experience
- A sense of humor and an ease with people

To apply: Please send an email with your interest and qualifications to [cjones@loft.org](mailto:cjones@loft.org) by January 2, 2025/ Please use the subject line: Contract Community Outreach Proposal.