

City Coordinator, Race & Equity

2019 Urban Scholars Position Description

Job Duties

Graduate

Collaborate with staff and the outside program evaluator for the division's ReCAST Minneapolis program to develop the annual report. Meeting this deliverable will include data analysis and writing. The Urban Scholar may also take part in program evaluation activities.

Job Skills

- Ability to conduct research assignments as directed by departmental supervisor
- Technical skills including but not limited to Microsoft Office, Excel, PowerPoint and SharePoint.
- Experience assisting in the production of a formal report.
- Excellent written and communication skills