

Corcoran Neighborhood Organization

Program & Partnerships Manager (Part-time) Job Description

ROLE SUMMARY

The Program & Partnerships Manager (PPM) supports activities that drive the coordination and execution of the organization's programs and partnerships. This role helps to establish and maintain key collaborations with individuals, groups, and organizations whose objectives and goals align with the missional aims of CNO. Priority in this regard will be given toward partnerships that seek to improve food justice, equity, and (or) sustainability given the Midtown Farmers Market (MFM) is a central organization program. Partnerships may also be pursued that bring together neighbors around areas of need in the community around vulnerable populations including cost-burdened renters and households impacted by ICE actions. The PPM will assist in program planning and design in close collaboration with the association's executive leadership and Senior Manager, Program and Communications (SMPC) and proactively construct processes that enable the seamless coordination of association programs.

In service of directing efforts to support CNO programs, the PPM will possess the ability to recruit & train seasonal staff and volunteers in market set-up and service to vendors and market customers. This necessitates an aptitude to understand and effectively communicate, monitor, and support the roles and responsibilities of those who aid the advancement of organization programs. Additionally, the PPM will assist with planning efforts that include the market programming of artists and partner presentations, supply procurement, and supporting the Corcoran Community Gardens. This aspect of the work is inclusive of managing programmatic budgeting and market income in partnership with executive leadership and the SMPC.

CORE ACCOUNTABILITIES

Partner Management

- Identify and help maintain key collaborations that support advancement of CNO's mission.
- Align with organization's executive leadership on scope of engagement with partners and collaborators.
- Develop point-of-view and communicate opportunities for the broader community to support partnerships.
- Attend and support partner meetings, events, and actions that align with organization priorities.

Program Oversight

- Manage and support assigned areas of program framework and operating procedures in collaboration with other CNO staff.
- Oversee core program planning activities inclusive of vendor invoicing, review, eligibility, and compliance.
- Support creation of external program communications inclusive of general updates, marketing, and promotions.
- Aid generation of earned and contributed program income through fees and sponsorships.

Program Management

- Maintain final responsibility to ensure adequate staff and volunteer coverage during all MFM days of operation.
- Ensure the MFM, and all applicable organization programs, comply with City, County, & State regulations.

Staff & Volunteer Management

- Help select staff and volunteers understand and prioritize activities within their roles and responsibilities.
- Partner with Senior Manager, Program & Communications to ensure adequate staff and volunteer coverage at MFM.
- Supervise and maintain delineation of duties between CNO staff and volunteers related to all MFM activities.
- Assist in constructing Standard Operating Procedure (SOP) guides for select staff and volunteer functions.

Administrative Support

- Assist executive leadership with organizational administrative support tasks as identified and needed.

DESIRED QUALIFICATIONS & SKILLS

Qualifications

- Minimum 2 years experience managing dynamic programs and (or) projects.
- Minimum 2 years experience supervising a combination of staff and volunteers.
- Minimum 2 years working with people of diverse cultural backgrounds, lifestyle, and socio-economic standing.

Skills

- An Associates or higher degree (or) presently working toward completion of a degree.
- Materially adept at organizing and managing a variety of tasks that require attention to detail.
- Proficient interpersonal and communication skills with people with various backgrounds and roles.
- Proficient and self-directed at managing work plans, priorities, and resources to advance accountabilities.

Preferred Skills

- Bilingual in Spanish & English

COMPENSATION & BENEFITS

- This is a regular part-time employment opportunity with 20 hours per week with a flex schedule. Employees receive unlimited PTO and an option to enroll in employee paid health and dental insurance.
- Salary: \$26.50 per hour

HOW TO APPLY

- Please send a resume to [hiring@corcoranmpls.org](mailto: hiring@corcoranmpls.org).
- Resumes for this opportunity will be accepted through March 6, 2026. The position is expected to begin in mid- March.
- Resumes will be reviewed on a rolling basis, and select applicants will be invited for an interview.

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

Corcoran Neighborhood Organization (CNO) is committed to advancing equity and diversity in all that we do. CNO does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, marital or familial status, sexual orientation, gender identity, veteran status or any other basis prohibited by local, state, or federal law. We encourage people of all backgrounds to apply, including people of color, women, LGBTQ+ individuals, people with disabilities, veterans, and others who demonstrate the ability to help us achieve our vision of a diverse and inclusive community. Successful candidates will commit to an equitable and inclusive workplace, including but not limited to racial equity, accessibility for individuals with disabilities, use of gender inclusive language, and cultural sensitivity.