



The Mind Trust
Transformative education. Rooted in equity.

1630 N Meridian Street, Suite 450
Indianapolis, IN 46202
317.822.8102

Job Description: Neighborhood Education Advocate

Organizational Overview

The Mind Trust is an Indianapolis-based education nonprofit that works to build a system of schools that gives every student in Indianapolis, no exceptions, access to a high-quality education. The Mind Trust does this by building a supportive environment for schools through policy and community engagement, empowering talented, diverse educators to launch new schools, and providing existing schools with the support they need to hire world-class talent and achieve excellence. Since 2006, The Mind Trust has supported the launch of 41 schools, 14 education nonprofit organizations, and has helped place more than 1,600 teachers and school leaders in Indianapolis classrooms.

About The Mind Trust

We are a high-impact, fast-paced organization that emphasizes a results-oriented culture. Our team is highly collaborative and we take pride in offering a flexible work environment. The Mind Trust is committed to diversity, equity, and inclusion (DEI) in all we do to ensure present and future educational success for all students in Indianapolis. Upholding these principles is critical for our staff, Fellows, community stakeholders, and partners to spark radical systemic change. We recognize the past and continued existence of institutional racism, discrimination, privilege, and oppression in our education system and society at-large, in particular its adverse effects on our students of color.

Position Overview

The Mind Trust believes informed parents and families make their communities stronger and stronger communities enhance schools. Similarly, stronger schools enhance students' experiences and academic growth. Neighborhood Education Advocates (NEAs) will play an integral role in helping to build robust communities and improve outcomes for students.

The Mind Trust is seeking 12 individuals to serve four targeted neighborhoods to develop relationships with neighbors, community organizations, business owners, and schools to deepen the understanding of pertinent education topics. The four neighborhoods that will consist of three NEAs each are far-eastside, near eastside, south, and west. The ideal NEA is a dynamic, solution-oriented individual committed to engaging and developing school, neighborhood, and business partnerships. NEAs will receive training on pertinent topics. These positions will be part-time (10-15) hours a week. NEAs will receive a monthly stipend.



Position Responsibilities:

- Advocate for the concerns of parents and families in the neighborhood
- Actively seek feedback from parents and community stakeholders
- Strengthen relationships between various neighborhood stakeholders
- Galvanize neighborhood support by managing partnerships and community relationships
- Serve as a community liaison
- Keep community members abreast of relevant education-related information
- Develop and maintain relationships with school personnel and community stakeholders
- Organize residents to identify and solve problems
- Host community meetings

Pathways to Success:

- Solid interpersonal skills and a willingness to engage with parents, children and community stakeholders
- Ability to work in a fast-paced environment while maintaining focus
- Demonstrates effective communication (oral and written)
- Ability to negotiate and achieve conflict resolution
- Ability to work independently, manage time and meet deadlines
- Through trainings received, demonstrates the ability to develop and educate parents
- Provide leadership to identify and resolve current and/or emerging issues
- Effectively navigate appropriate technology to support the position while maintaining databases of pertinent information
- Demonstrates a high degree of integrity and trustworthiness
- Experience and passion coupled with flexibility, knowledge of school, and proven ability for success in community organizing
- Willingness to work a non-traditional schedule including evenings and weekends



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Qualifications:

- Commitment and enthusiasm for The Mind Trust's mission of ensuring all children have an opportunity to receive an excellent education
- A desire to work alongside the community you serve to address educational needs and issues
- An understanding of the Indianapolis community including but not limited to schools, neighborhoods, programs and stakeholders
- Ability to work with a diverse group of community members, families and other stakeholders

How to Apply:

Interested candidates should send resume and cover letter to the Mind Trust's Senior Director of Community Engagement, Lauren Peterson at lpeterson@themindtrust.org.

