

2023 - 2024 position descriptions

Graduate Fellowship Program

Apply for the positions below at hennepin.us/jobs

Anti-displacement Initiative Fellow	
Project	METRO Blue Line Light Rail Transit Extension Project
Department	Public Works
Worker profile	Hybrid: Remote with in-person community meetings
Schedule	Flexible: <ul style="list-style-type: none"> • Includes some weekday evenings and weekends • Approximately 3-6 events per month during engagement season, May – October 2023
Description	This position will contribute to the implementation phase of the Anti-Displacement initiative associated with the METRO Blue Line LRT Extension Project . In this role, you will be assisting Hennepin County with the coordination of Center for Urban and Regional Affairs and other implementation partners and stakeholders. This includes supporting the Anti-Displacement working group meetings scheduling and logistics, documenting progress and policy goals, supporting reporting outcomes to community via communications and https://mybluelineext.org , along with possible research projects that support the implementation phase.
Requirements	Need to have: <ul style="list-style-type: none"> • Current masters or doctorate program enrollment in public policy or urban regional planning. Nice to have: <ul style="list-style-type: none"> • Focus on disparity reduction and racial equity in public policy and urban and regional planning. • Knowledge of wealth creation tools and best practices for low-income communities and communities of color. • Knowledge of evaluating outcomes for disparity reduction.



Digital User Experience (UX) Fellow

Department	County Administration, Office of Digital Experience
Worker profile	Hybrid: Remote and in-person at Hennepin County Government Center, 300 S 6 th Street, Minneapolis, MN
Schedule	Flexible: Typically, Monday through Friday, between 8a.m. and 5p.m.
Description	This position will contribute to Office of Digital Experience projects, activities, and artifacts by creating UX deliverables for internal use that empower Hennepin County to create usable and accessible digital experiences for residents. In this role, you will be using an agile mindset while leveraging UX principles to create reports and journey maps, conduct research, facilitate inclusive workshops, and negotiate with stakeholders to produce value-add digital services. This position may also assist with the design and development of accessible and usable digital products.
Requirements	<p>Need to have:</p> <ul style="list-style-type: none">• Current masters or doctorate program enrollment in information technology, learning and development, or related program. <p>Nice to have:</p> <ul style="list-style-type: none">• Human-centered thinking and design skills and experience• User research and usability testing experience• Knowledge of accessibility guidelines• Experience using Microsoft Office suite• Strong attention to detail

Planning and Financial Analyst Fellow

Department	Adult Representation Services
Worker profile	Hybrid: Remote and in-person at Health Services Building, 525 Portland Avenue South, Suite 1000, Minneapolis, MN
Schedule	Flexible: Typically, Monday through Friday, between 8a.m. and 4:30p.m.
Description	This position will assist with program planning and development, data and financial analysis, and grant management. In this role, you will work with the leadership team to develop strategies for collecting and presenting data to support programs and initiatives, as well as perform financial analysis to ensure grant compliance and budget planning.
Requirements	<p>Need to have:</p> <ul style="list-style-type: none">• Current masters or doctorate program enrollment—all programs accepted. <p>Nice to have:</p> <ul style="list-style-type: none">• Strong communication skills and experience• Strategic planning skills and experience

Strategic Initiatives Fellow

Department	Strategic Planning
Worker profile	Remote: Hires must reside in Minnesota or Wisconsin
Schedule	Flexible: Typically, Monday through Friday, between 7:30a.m. and 5p.m.
Description	<p>The Strategic Planning department guides and coordinates enterprise and cross line-of-business strategic plans, initiatives, and priorities to help ensure the successful integration of data, projects, and investments into countywide strategies. In this role, you will provide critical support for major projects and day to day work on the Strategic Initiatives team. Typical tasks in this role could include researching best practices and writing summary reports, data analysis, preparing project materials, and supporting other members of the Strategic Planning team with research and other forms of project support.</p>
Requirements	<p>Need to have:</p> <ul style="list-style-type: none">• Current masters or doctorate program enrollment in public policy, psychology, public administration, or a degree involving some level of research <p>Nice to have:</p> <ul style="list-style-type: none">• Experience working as part of a team• Experience applying a disparity reduction and/or racial equity lens• Experience with qualitative and/or quantitative research and analysis• Strong written and verbal communication skills

Sustainable Purchasing and Waste Consciousness Fellow

Department	Resident Services, Service Centers
Worker profile	Hybrid: Remote and in-person at Hennepin County Government Center, 300 S 6 th Street, Minneapolis, MN
Schedule	Flexible: Typically, Monday through Friday, between 8a.m. and 5p.m.
Description	As part of the Service Center Department's strategic directives, this position will evaluate our work through a climate resiliency lens. Examining the department's purchasing and waste habits through sustainable materials management will generate an in-depth look at our department's influence. This position will use these findings to create a plan to reduce our impact on the environment, implement actions, build resilient practices, and strengthen our communities.
Requirements	<p>Need to have:</p> <ul style="list-style-type: none">• Current masters or doctorate program enrollment in evaluation, policy analysis, public policy, research, conservation/environmental science, or related program. <p>Nice to have:</p> <ul style="list-style-type: none">• Experience working on projects and initiatives with internal and external stakeholders• Experience creating deliverables, such as reports and data visualizations• Experience conducting qualitative and quantitative research analysis and collecting data and information from various sources