



STAFF MEMO

Prepared by: Rhonda Juell	Meeting Date: 1/5/25	<input checked="" type="checkbox"/> Consent Agenda Item <input type="checkbox"/> Regular Agenda Item	Agenda Item # 4h
Reviewed by:	Item: CSB/SJU Community Engagement Liaison		
Priority:			

ACTION REQUESTED Approve the CSB Intern, Betsy Solis Rosas, as the Community Engagement liaison for spring semester 2026

BOARD/COMMISSION/COMMITTEE RECOMMENDATION

PREVIOUS COUNCIL ACTION

None

REFERENCE AND BACKGROUND CSB/SJU and the city have been exploring opportunities to get students involved on collaborative opportunities. CSB/SJU is paying the student 75% of the wage and the city will pay 25% (up to \$1400max) for help with Parks, Recreation and Community Development Departments

STAFF RECOMMENDED ACTION Nate Keller and Rhonda Juell request that council approve this position

SUPPORTING DATA/ATTACHMENTS

Intern job description

Community Engagement Fellow - City of Saint Joseph Partnership

Site: City of Saint Joseph Government Center – hybrid offered

Supervisor: Rhonda Juell (primary) and Nate Keller (secondary)

Hours: Flexible – 10/12 hours per week

Length of Position: Academic Year

Wage: \$14.08 per hour

Position Overview: The Bonner Leader will serve as a bridge between the City of St. Joseph and the College of Saint Benedict and Saint John’s University community. This position focuses on strengthening relationships, supporting community programs, and bringing fresh, creative ideas to foster a more vibrant and connected city. The role offers flexibility, variety, and opportunities for leadership, community development, and hands-on experience in local government and civic engagement.

Primary duties and responsibilities

- **Youth Engagement:** Assist with recreational programming such as basketball, volleyball, and other youth sports or activities.
- **Senior Citizen Support:** Help plan and participate in programs and events that engage older adults in the community.
- **Community Programming:** Brainstorm and help implement new community events or initiatives that bring residents together and enhance quality of life in St. Joseph.

Secondary duties and responsibilities

- **Research and Administrative Projects:** Support city staff with administrative tasks, including research and writing projects such as grant proposals or reports, mailing out public hearing notices, and assisting administrative staff with various tasks.
- **City Development Support:** Contribute to city planning and development efforts—examples include researching city initiatives, Zoning ordinances, reviewing zoning or permit requests, attending occasional Planning Commission meeting, or helping respond to resident inquiries.
- **General Civic Engagement:** Serve as a community connector by fostering relationships between students, residents, and local organizations.

Qualifications

- Outgoing and personable; enjoys connecting with people of all ages and backgrounds
- Creative thinker with an interest in community engagement and development
- Reliable, adaptable, and self-motivated
- Strong written and verbal communication skills
- Comfortable working independently and collaboratively
- Willingness to take initiative and learn about local government processes