



## Learning Communities Program Manager (Full-Time) Job Description

Anticipated Start Date - February 5, 2024

**OUR MISSION:** NEW inspires and equips mission-driven people, organizations, and communities to realize their visions of a just and thriving society

**OUR VISION:** Empowered leaders. Flourishing nonprofits. Vibrant communities

**OUR VALUES:** Because we believe that communities, organizations and people are filled with potential waiting to be unleashed...

***We value each other's humanity.*** We believe in treating people with dignity regardless of their role(s).

***We value justice.*** We believe that repairing harm - to people and planet - requires addressing the root causes of inequity - systems and structures.

***We value collaboration.*** We believe that the best processes and solutions are built with input from the diverse folks they'll impact.

***We value relationships that connect us.*** We believe that embracing diversity and working across differences requires trust and accountability.

***We value learning and growth.*** We believe that transformation requires continuous development of self and organizations.

***We value collective liberation.*** We believe that the only way to free ourselves from oppression is to do it together.



## **Purpose of Position**

NEW's Learning Communities (LC) are our approach to leadership development. We convene cohorts of people focusing on building power, collective knowledge and leadership at the individual, interpersonal, and organizational levels. Leaders build relationships while gaining the knowledge, skills, and strategies to cultivate a more just future.

The Learning Communities Program Manager provides planning and logistical support with external partners and participants to create, deliver, and evaluate NEW's Learning Communities. This position is key to the success of NEW's Learning Communities: Champions for Change, Leadership Deli, and Road to Resilience.

## **Organizational Relationships**

This position is supervised and supported by the Director of Learning Communities and is part of the Learning Communities team. This team consists of full-time and part-time members across multiple approaches that work collaboratively to deliver our Learning Communities programming. The person in this role collaborates with other NEW staff that have responsibilities in the development and delivery of Learning Communities.

## **Primary Responsibilities**

### **Management of Learning Communities Participant Experience (~40%)**

- Support a positive and welcoming participant experience in each Learning Communities session through set up, technology logistics, a group meal, and clean up.
- Serve as a main point of contact for prospective and current participants as well as alumni.
- Develop and disseminate program-related marketing, communications, and recruitment materials.
- Collaborate with program facilitators to implement accessible and inclusive application and selection processes.
- Potential for delivery of session content and facilitation of participant engagement.

### **Learning Communities' Administration (~40%)**

- In partnership with program facilitators and the Director of Learning Communities, develop and adapt the vision, objectives, and overall program and budget plan for the learning communities, based on input from program participants.



- Convene and facilitate planning meetings for each Learning Communities session.
- Document and communicate programs' progress in terms of scope, schedule, deliverables, and outcomes.
- Monitor and project monthly and annual expenditures for each program.
- Manage payments and expenses for participants and external partners.
- Develop and maintain a full schedule for all Learning Communities sessions.

### **Administration (20%)**

- Establish and maintain operational infrastructure, processes, and a workplace culture that supports our team's work and collaboration with partners.

## **Competencies and Experience**

*Frequently cited statistics note that communities of color, women, and other marginalized groups apply to positions only if they completely meet all qualifications. NEW encourages you to upend those statistics and apply to this position. We excitedly anticipate your application.*

- At least two years of program management experience, including managing budgets, plans, and timelines; ability to create project plans that outline the tasks, timelines, and resources required. Event planning experience is a plus.
- Creative and detail-oriented.
- Leadership or desire to develop leadership skills within the areas of social justice and adult learning.
- Skilled in proactive communication with program participants and staff, ensuring that programs stay on track consistently.
- Demonstrated ability to work effectively with individuals and groups from a variety of identities, cultures, backgrounds, ideologies, populations, including personal and social orientations (e.g. nationality, race, ethnicity, religion, gender, sexual orientation, ability, class, and other social identities).
- Familiarity and comfort with Google Suite and 'cloud' environments, as well as relevant event & project management software such as Zoom, Eventbrite, CRM (Nutshell), and SurveyMonkey.
- Ability to make informed decisions independently, and to manage priorities and workflow effectively.



- A team player who enjoys collaboration and working in groups.
- Shows interest in the mission, vision, and values of the organization.
- Access to reliable transportation, and valid driver's license and minimum required insurance by the State of Michigan

### **Work Environment & Physical Demands:**

- The work environment and physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable persons with disabilities to perform the essential functions. In order to support in-person sessions (1-4 times per month), the employee may be required to:
  - Drive, stand, walk, and sit for up to 7 hours, as well as climb stairs, stoop, and kneel
  - Lift up to 30 pounds and walk while carrying this weight, such as when moving tables or transporting materials

### **Compensation & Time Commitment**

The salary for this position is \$55,000. This is a full-time position with an anticipated average of 40 hours per week, including some evening and weekend hours when programs are in session. The role is a hybrid virtual/in-person position.

All team members are eligible for unlimited flexible time off, 11 annual holidays, and annual support of their professional development. Team members working 30+ hours per week have access to a comprehensive benefits package, including medical, dental, and vision healthcare where NEW covers 82% of the premium, and a SIMPLE IRA 3% match.

**To apply, please submit your cover letter and resume to Tina Rowan Zoller at [tzoller@new.org](mailto:tzoller@new.org).**

### **Ideal Hiring Timeline**

We will review applications on a rolling basis, with an emphasis on cover letters and resumes received before 5pm on January 8, 2023. Some candidates will be invited to 20



minute phone screenings and, as the final stage in the process, some candidates will be invited to 60 minute virtual or in person interviews. The anticipated start date for this role is February 5, 2024. Please note this timeline may be subject to change.

## **NEW's Commitment To Diversity, Inclusion, Equity, Justice & Belonging:**

We believe that our mission and vision are most effectively fulfilled through demonstration of diversity, equity, inclusion, justice and a sense of belonging, as core strategies rooted in our organizational values. Building and sustaining diversity requires an ongoing commitment to the full expression in our organizational culture, values, norms, and behaviors. We will lead by example, viewing and encouraging diversity as a fundamental and abiding strength of NEW, the nonprofit sector in Southeast Michigan and beyond.

NEW strongly values equity, which requires us to rebalance and redistribute power, acknowledging and acting to repair past and current harms and injustices experienced by people of marginalized identities. In a just and equitable society and organization, everyone can participate, prosper, and reach their full potential. We work towards a more inclusive nonprofit sector and organization and as such we are an equal opportunity employer and do not discriminate against any employee or applicant for employment because of race, skin color, ethnicity, religion, gender, sexual orientation, national origin, disability, age, marital status, military status, pregnancy, body type or parenthood. NEW is committed to maintaining a diverse and multicultural working environment.