Director of Operations and Member Support

About the Urban Creators and Life Do Grow: The Urban Creators is a North Philadelphia based organization that uses food, art & celebration, and political education as tools to nurture resilience, self-determination, and equity in our neighborhood. Since 2010, we have transformed 2 acres of land on 11th & Dakota street into Life Do Grow; an urban farm, neighborhood creative commons, and artistic venue for radical self-expression. Over the past 9 years, we have provided fresh produce to dozens of local families, engaged over 5,000 students and volunteers, provided 125 jobs for local youth, curated 65 public arts events, and offered dynamic platforms to build visibility for 395 local/emerging artists and 179 black & brown businesses.

As we approach our 10th Anniversary, however, we recognize the limitations of our non-profits capacity to build true equity in our community. Therefore, we are now shifting from a traditional non-profit structure towards a more collaborative model that supports the emergence of radical new ideas, local leadership, and social enterprises in our neighborhood.

Position Overview: As we transition Life Do Grow (LDG) into more of a collaborative model in support of emerging local businesses, organizations, projects, and programs, we are excited to welcome a new ‘Director of Operations & Member Support’ to help nurture a culture of collaboration, radical inclusivity, transparency, trust, and love at LDG. This role will be primarily focussed on building synergy and alignment between all of our projects, programs, and members of LDG. This role involves coordination of staff and LDG member schedules, managing the master calendar, internal communication, program evaluation, and providing technical assistance and support for new member businesses/organizations. It also requires helping staff and LDG members evaluate new opportunities, navigate challenges, and remain committed to our processes of shared leadership & accountability.

Roles & Responsibilities: The roles & responsibilities of the Director of Operations & Member Support will include, but are not limited to:

- Facilitating bi-weekly staff and LDG member meetings. Identifying action items, potential conflicts, and opportunities for collaboration. Delegating roles & responsibilities. Consistently updating Urban Creators master calendar/schedule
- Co-facilitating a process of collective goal setting and accountability
- Management/coordination of shared resources, tools, equipment. Procurement of new resources, tools, and equipment as needed
- Managing Urban Creators Admin email, general communication and inquiries. Gathering and sharing content with Communications consultant for public messaging and promotion
- Coordinating farm tours and volunteer/service-learning projects (with staff and LDG members)
- Facilitating a collaborative process where staff and LDG members evaluate new opportunities, and strategize around those that are aligned with our values and within our capacity. Delegating roles & responsibilities as needed
- Documenting and consolidating impact metrics and narratives/testimonials. Co-produce our Annual Report & Program Evaluation
- Administration (making sure all contracts, insurance, certifications, licenses, etc. are compliant and up to date; that all active W2s, W9s, and 1099s are on file, that members are in compliance with their contracts; that all programming receipts are being filed)
- Supporting LDG members with time management, coordination of projects/programs, administration, record keeping/documentation, and resource management (as needed)

**Required Knowledge & Experience**

- Experience working in collaborative leadership structure, and helping to facilitate collective decision making process’
- Passionate about racial & economic justice, and collaborative leadership.
- Prepared and excited to build relationships across race, class, age, gender, sexual orientation
- Comfortable working in a range of working environments, including outdoors and remotely; in groups/teams and alone; with flexible/adapting schedules
- Experience with project management/coordination, and resource management
- Experience with coordinating logistics, time management, multiple schedules, etc.
- Proficient with google docs, excell, and other communication/organizational software
- Comfortable working with a large network, and using multiple means of communication
- Experience aggregating data, progress reports, organizing documents, and administration

**Schedule & Compensation**

The Urban Creators 'Director of Operations and Member Support' will be expected to work an average of 25-30 Hours/week (time will fluctuate seasonally) for an annual salary of $30,000/year

**Application Process:** To apply, please email us at: jobs@phillyurbancreators.org with a resume/CV, along with a Cover Letter that speaks to who you are, what skills and experience you hope to bring to the Urban Creators team, why you are passionate about social justice and collaborative leadership, and why you think you would be a good fit for this position. Please feel free to be as creative as you wish when submitting this application (attaching any relevant photos, videos, art, music, letters of rec, articles, etc. that speak to your passion/experience are welcome).

Jobs will begin the last week of March. We plan to conduct interviews in early March, so please make sure you have sent in all relevant information no later than *March 1st* for review.