Learning Communities Coordinator

Prepared May 2022

Who We Are

LeaderSpring Center (LSC) is an evolving organization with a compelling past, present, and future. Since 1997 LSC has been impacting leaders in the Bay Area social sector by creating community, connection, and transformation. Alumnae Sonia Mañjon and Safi Jiroh stepped into LSC’s leadership in 2017 and have focused the organization’s work on racial equity, including the launch of our Women of Color LeadStrong Fellowship and expanding our Impact Consulting services to new sectors with targeted services. LSC is poised to scale over the next 5 years (2022-2027), and this is an exciting time to join a growing organization that is innovating both inside and out while centering the experiences of people of color. Visit www.leaderspring.org to learn more about our work.

How We Work—Our Values in Action

As we support our leaders in combatting and dismantling systems of oppression, we seek to create and model a new way of being and doing as an organization. This requires experimentation, iteration, self-reflection (individually and collectively), and adaptability.

- **Liberation**: We strive to actively dismantle white supremacist culture and systems of oppression within ourselves, our organizational culture and practices (ex: time-scarcity, urgency), the sector, and society at large.

- **Alignment**: Within our team we emphasize alignment of values, goals, priorities, and trust each other to do the work from there. We take time to create relationships at the speed of trust and continually check-in and course-correct to ensure alignment.

- **Leadership**:
  - Each of us is pro-active, self-driven, and able to make a judgement call about how/when to pull in other teammates in order to keep the work moving forward.
  - We ask our program participants to be brave and vulnerable and expect that of ourselves.
  - We are both passionate about the work and committed to taking care of ourselves to avoid burnout.

- **Learning through Reflection**: We are a team that is self-reflective and wants to learn and continually grow as an organization/organism. We make mistakes, take responsibility, and learn.

- **Collective Well-Being**: We make work fit our lives. Schedules are flexible and we trust each other to get the work done when it needs to get done. We ask each other for help and cover for each other when life happens.

- **Fluidity**: We treat LSC as a fluid organism that is constantly changing and evolving. Needs, responsibilities, relationships, and expectations change.

- **Deep Relationships**: Within our cohorts and our team we strive to cultivate relationships that go beyond transactions or simply liking another person. Deep relationships are forged out of struggle and require trust, respect, commitment to one another (and one’s self), and compassion.
What You’ll Do

The Learning Communities Coordinator will be responsible for:

- Creating the container for deep relationship and transformation within each cohort by managing all cohort logistics, building relationships, and serving as the main point of contact.
- Setting the facilitators up for success by proactively anticipating and preparing curricular elements, observing cohort needs and communicating feedback, and managing up.
- Realizing our value of learning through reflection by designing and executing our evaluation processes, and creating time among the team for spacious learning and reflection.

If you were here right now you would be:

- Coordinating monthly leader circles over zoom and planning an in-person closing retreat.
- Preparing to launch two recruitment cycles in the Fall with an online application and interview process.
- Managing executive coaching cycle with 17 coaches, including processing contracts and submitting invoices for payment.
- Scheduling and running planning meetings; writing summary reports and survey analyses; drafting agendas, PowerPoints, and evaluation surveys.
- Answering current and prospective cohort member questions, sending out reminders and follow up.

Who You Are and Keys to Success

You are a self-driven project coordinator who fights for racial equity and social justice, confidently manages up, and anticipates what is needed two or three steps ahead with a ‘done is better than perfect’ attitude.

- **Confident and Compassionate Project Manager**: You are able to hold multiple priorities and projects at the same time; manage up with compassion and empathy, and understand when to make a judgement call; you are collaborative and confident in making a decision when it’s needed; you are comfortable with fluidity and ambiguity—you understand that things will change and are able to adapt quickly and with little complaint.
- **Commitment to Social Justice and Racial Equity**: You have experience with diversity, equity, inclusion and belonging as a field, including anti-black racism work either as participant/student, or facilitator; you are self-aware, self-reflective, and take responsibility of your own learning and have a drive for self-improvement.
- **Competent Writing Skills**: You summarize thoughts/feedback concisely and with nuance.
- **Relationship Builder**: You connect with people of different backgrounds and experiences in person and virtually, and are able to provide pleasant customer service even to those who are challenged by our work.

What Else You Should Know
This position is full-time, exempt. The salary for this position ranges from $55,000-$65,000. We offer excellent benefits including 100% paid health insurance for full-time employees, dental and vision coverage, employer contributions to a 403(b) retirement plan, and holiday, sick, and vacation paid time off.

Our team works remotely and has deep connections to the San Francisco Bay Area. You will need to attend in person events in the San Francisco Bay Area. (Currently 1-2 times/month, this will likely increase in next 12-24 months, and include attendance at overnight retreats 4-8 times year.)

You should be able to work on a computer for up to 8 hours a day and communicate clearly in English both verbally and in written form. Event set up occasionally requires the need to lift objects weighing up to 15 pounds.

**How to Apply**

To apply, please email a cover letter and a resume to rachel@leaderspring.org with the subject line “LC Coordinator–[Your name].” We particularly want to learn about why you are interested in working at LSC and what makes you a good candidate for joining our team. We regret that we are not able to respond to all inquiries.

*LeaderSpring, a project of Tides Center, is an “at-will” and equal opportunity employer. Applicants and employees shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, mental or physical disability, sexual orientation, gender (including pregnancy and gender expression) identity, color, marital status, veteran status, medical condition, or any other classification protected by federal, state, or local law or ordinance. Reasonable accommodation will be made so that qualified disabled applicants may participate in the application process. Please advise in writing of special needs at the time of application.*