



### **Full-Time Learning Manager**

**Date Posted:** April 12, 2022

**Salary:** \$65,000 annual

**Benefits:** Paid medical, vision, and dental insurance; 13 paid holidays, including 3 floating holidays; paid office closures the week of the 4th of July and between December 24th and January 1st; 12 vacation days and 12 Sick and Safe Time days in the first year of employment; access to a 401K retirement plan (no employer match) and free personalized retirement planning advisors; monthly stipends for remote work and personal phone expenses; and paid professional development expenses

**Start Date:** June 1, 2022 or earlier

**Hours:** Full time (40 hours/week) Non-Exempt. The position will staff occasional evening training sessions (virtually).

**Location:** Due to the pandemic, Communities Rise (CR) staff have been working from home. Once it is safe to reopen the offices, this position will require some physical presence at our Seattle office, as well as an ability to attend training and workshops in the community (most will be located in King County).

**\*Important Update\*** We are simultaneously hiring for two positions on our Legal Services team, the Learning Manager and the Volunteer Engagement Manager, and recognize that interested candidates may be qualified for both roles. We encourage any candidates who are interested in both positions to reference both roles when applying. Please see the updated application instructions below.

#### **Position Summary**

Communities Rise is hiring a regular full-time Learning Manager to manage our legal and capacity building community learning programs. We are seeking candidates who are community-minded, committed to racial equity, self-motivated, detail oriented, strategic, and who enjoys collaborating with community partners. The Learning Manager will work closely with our Legal Team and Capacity Building Team on developing trainings, workshops, and learning tools for BIPOC led and serving community organizations, small businesses, and our volunteer attorneys. This position will also collaborate with community partners that serve community organizations, stewarding relationships and managing contracts with partner organizations or agencies. We are looking for candidates that understand the needs of adult learners and are interested in designing learning opportunities for community leaders and volunteer attorneys.

**Communities Rise's mission is to foster movements to build power in communities impacted by systemic oppression. To create a more equitable system we pursue cross-sector collaborations and provide capacity building and legal services for community organizations and microenterprises.**

- **Cross-Sector Collaborations** - We team up with funders, community organizations and community leaders to co-design, implement, and elevate initiatives for equity, diversity, and inclusion.
- **Capacity Building** – We build capacity in community organizations working in communities impacted by systemic oppression through our nonprofit cohort program, grant writing, and fundraising clinics.
- **Legal Services and Trainings** – We provide legal support to nonprofit organizations and microenterprises on their business legal needs through direct representation, legal clinics, and legal trainings.

Before we were Communities Rise we were two organizations working in collaboration that decided to merge, Wayfind and the Nonprofit Assistance Center (NAC). Wayfind provided the legal services while NAC focused on capacity building. Fast forward two years through a global pandemic, and we are still learning what it means to be a fully merged organization. The pandemic has created opportunities for us to get creative with our strategic planning process and as an organization decide how we are going to participate in rebuilding the world we would like to leave for future generations.

#### **What we value**

- Openness, flexibility, and commitment to collaboration and shared leadership.
- Comfort working with a diversity of groups and interests.
- Inclusivity and relationship-focused leadership.
- Recurring and frequent feedback provided amongst all team members.

#### **Job Responsibilities**

##### **Learning Program Design and Implementation**

- Design a Learning Program that meets the capacity building needs of BIPOC community leaders and small businesses and supports our volunteer attorney community
- Plan and implement a slate of approximately 20 training events a year
- Lead the planning and coordination of our bi-annual Nonprofit Law Institute Conference.
- Recruit and work with legal and community leaders to develop trainings and workshops.
- Manage event logistics for trainings and workshops (venue selection – online or in-person, advertising, registration, etc)
- Track and report contractual obligations to funders/community partners
- Database entry to capture all training information
- Manage development of learning resources and making resources available online
- Staff all trainings and workshops. Learning events are currently all online due to the Covid-19 Pandemic. Learning events may be held in person at some point in the future, and the Learning Manager will be expected to attend the in-person learning events. Most of the in-person learning events are held in King County.

##### **Team Participation and Other Responsibilities**

- Attend weekly staff and team meetings
- Participate in strategic planning and other internal planning processes
- Participate in our ongoing work to advance our commitment to racial equity

##### **Desired Qualifications**

- Experience and desire to work with community organizations, groups, and/or small businesses

- Enjoys and excels at event planning.
- Familiarity adult learning techniques to ensure effectiveness of online and in-person training events
- Strategic thinker – Ability to plan for improvement and growing impact of programs
- Understands and values community partner relationships in building programs.
- Well-organized and detailed oriented
- Life-long learner
- Committed to racial equity and centering our work around communities of color and communities impacted by structural oppression
- Interested in developing leadership in a shared leadership structure
- Experience with: Google Workspace, Microsoft Word, Excel, Powerpoint, Salesforce (preferred), Zoom and Mailchimp

### **To Apply**

The priority deadline is **April 29, 2022**. To apply, email your resume, and 2-3 paragraphs in the body of your email telling us why you are interested in joining our team, about your experience in community, why this work is important to you, and where you learned about the position to [jobs@communities-rise.org](mailto:jobs@communities-rise.org) with **“Learning Manager” in the subject line.**

**\*Important Update\*** We are simultaneously hiring for two positions on our Legal Services team, the Learning Manager and the Volunteer Engagement Manager, and recognize that interested candidates may be qualified for both roles. If you are interested in applying for both positions, please include “Learning Manager and Volunteer Engagement Manager” in the subject line of your email.

### **Timeline**

We will review applications on a rolling basis and the priority deadline is **April 29, 2022**. We will hold telephone screening interviews of selected candidates for about 20-30 minutes. There will be a second round of Zoom interviews with final candidates between May 2nd and May 13th.

We will be checking references of final candidates *prior to* the Zoom interview. We would like the position’s start date to be late May to early June 2022.

*Communities Rise is an Equal Opportunity Employer and welcomes and encourages people from communities of color, people with disabilities, indigenous, refugee, immigrant, working class, and/or*

*LGBTQ communities to apply for this position. Communities Rise will provide, excepting any undue hardship, reasonable accommodations for candidates taking part in all aspects of the hiring process.*

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