



Community Learning Catalyst

Department:	Community Creativity Cohort
Reports to:	Program Director, Community Creativity Cohort
FLSA:	Exempt
Revision Date:	February 17, 2020
Location:	In Minneapolis office. Possible remote position with at least monthly in-person office visits. Candidates must be based in MN, SD, or ND.
Salary:	\$55,000-\$60,000 annually plus generous benefits, including health, dental, life insurance, retirement, and paid time off.
Application Instructions:	Email cover letter, resume, and three professional references to jobs@artsmidwest.org by March 11, 2020.

Job Summary

The Community Learning Catalyst is responsible for supporting the planning and implementation of community-engaged cohort programs at Arts Midwest, primarily the Community Creativity Cohort.

This role will support community-defined activities within Native communities participating in Arts Midwest programs and is also responsible for working within the Arts Midwest team to support goals around building relationships with Indigenous people and Native Nations within our region, assisting Arts Midwest's efforts to better understand, honor, and support Native cultures and to disrupt inequitable practices and systems of oppression facing Native communities. This work will include serving in an advisory role within Arts Midwest through the development of programming and engagement plans, and working externally with people within our region to develop and deepen relationships for the purpose of mutually aligned work.

Essential Duties and Responsibilities

- **Support individuals in the Community Creativity Cohort programs.**
 - Provide coaching, motivation, and technical support to teams as they develop and deepen their creative community building practices.
 - Connect individuals in the cohort with each other and spark healthy dialogue within the online Salesforce network.
 - Inform participants about opportunities to go deeper and to share their stories, successes, and challenges with others.
 - Work across the organization to identify and implement new ways to engage and energize teams and deepen their involvement in the network.
 - Support cohort communications through regular emails, virtual web meetings, virtual workshops, and in-person gatherings.
 - Support participants in developing ideas for and requesting support from the internal Capacity Building Fund.
- **Assist with ongoing implementation and management of the Community Creativity Cohort.** Working collaboratively with the Program Director, combine efforts to cover administrative support needs for these programs.
 - Work collaboratively with cohort members to plan content for annual cohort retreat and other gatherings throughout the year.
 - Participate in budget planning process and reconciliation and initiate payment requests.



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- Develop and monitor contracts with external vendors such as trainers, consultants, and other program service support.
- Coordinate meetings and in-person events. Schedule, plan, organize, and coordinate meetings and logistics as applicable, setup online registration, venue setup, and participant experience before, during, and after events. Participate in planning and offering training, speeches, and workshops. Identify and act on ways to build community trust and comfort, including culturally inclusive practices.
- Assisting with processing, reviewing, and paying applications/processing.
- Help to create and share the online resources and tools available to the cohort members in the Salesforce community.
- Participate in program evaluation efforts.
- Support the Capacity Building Fund monthly grant request and review process. Using Salesforce database, ensure accurate and complete ongoing records of the awards made from this Fund. Work with other internal staff to hone and improve this system in ways that work best for participants and serve the needs of our database.
- **Work across teams within Arts Midwest.**
 - Consult with other teams on inclusion of Indigenous people and Native Nations in our programming.
 - Support Arts Midwest in building relationships with tribal communities, and Indigenous leaders.
 - Participate in the creation and honing of ideas for outreach and programming at Arts Midwest.
 - Participate in all-staff meetings and planning efforts.
 - Communicate courteously and professionally and maintain working relationships with others in carrying out job functions.
 - Represent the organization regionally and locally, in the community, with funders, applicants, grantees and other stakeholders.
 - Communicate with others relating to work assignments and progress of work.
 - Maintain intercultural competence. Continue to develop intercultural competency and seek opportunities for all staff to continue to make change together.
 - Staff Arts Midwest Conference as needed.
 - Attend events, conferences, and meetings on behalf of Arts Midwest. Represent the organization regionally and locally, in the community, with funders, applicants, grantees and other stakeholders.

Minimum Qualifications

The job requires at least five years of experience in community development or engagement, working deeply within one or more Native American communities.

Desired Qualifications

An ideal candidate will have demonstrated experience in community organizing, event management, adult learning, and customer relationship management software. Strong interpersonal skills, cultural competency, and a commitment to DEIA (diversity, equity, inclusion, and access) and community-based art are important.



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Knowledge, Skills, and Abilities Required for Successful Job Performance

- Problem-solving skills and the ability to resolve conflicts.
- High level of awareness and understanding of issues of equity, privilege, power, exclusion, and oppression.
- High empathy and the ability to be a clear, and caring communicator with many different kinds of people.
- Financial skills sufficient to develop, understand, and/or interpret program budgets, grantee financial reports, and general non-profit audits. Knowledge of general accounting concepts and practices.
- Evaluative skills to review, analyze, and make recommendations around programmatic efforts.
- Strong verbal communication skills to effectively present information to a variety of audiences.
- Strong written communication skills sufficient to draft and proof educational, promotional, and marketing materials; and strong reading comprehension skills in order to read and understand varied narrative and financial documents and work-related materials.
- Ability to represent the organization in the community, with funders, grantees and other stakeholders.
- Knowledge of, or ability to learn, organizational programs.
- Knowledge of and ability to operate standard office hardware and software, including databases, customer relationship management systems, and web-based software programs.
- Knowledge of meeting planning techniques, and ability to make detailed meeting arrangements. Ability to conduct event management research.
- Ability to work independently, and as a part of a team.
- Ability to manage external relationships.
- Ability to make decisions and act within established policies and procedures.
- Ability to negotiate contracts and terms of agreements and manage external vendor relationships.
- Ability to maintain confidentiality when dealing with sensitive or private information.
- Attention to detail.
- Ability to effectively organize time and anticipate, plan, and manage multiple priorities with deadlines.
- Strong interpersonal skills in order to exchange and/or convey information, receive work direction, and maintain effective working relationships.

Physical and Mental Requirements

Physical effort is light, with lifting or carrying limited to 25 pounds intermittently. Work includes making presentations in front of groups. There is pressure associated with project or activity deadlines. Work will require extended use of a computer keyboard and monitor. Work is performed in a fast-paced environment, where interruptions are frequent.

Working Conditions

Most work is performed in an office environment. Some travel is required. Flexible hours, including during evenings and weekends, are also required.

Arts Midwest's office is in Minneapolis, and ideally this person would work out of this office. Arts Midwest is open to this being a remote position if the candidate resides outside the Minneapolis/St Paul metro area. At least monthly in-person office visits would be required, with a priority on being a full team member, participating fully in all-staff efforts. Candidates must be based in MN, SD, or ND.



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Some requirements in this job description may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees. All requirements are subject to modification to reasonably accommodate individuals with disabilities.

Requirements are representative of minimum levels of knowledge, skills, and experience required. To perform this job successfully, the worker must possess the abilities and aptitudes to perform each duty proficiently.

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship. The department head and senior management retain the discretion to add duties or change the duties of this position at any time.