



## Learning Communities Manager - 2021

### Position Description

The Learning Community Manager is responsible for the overall vision and implementation of Maker Ed's Learning Communities. They lead the development and facilitation of ongoing, powerful learning experiences that support educators to integrate liberatory, maker-centered learning into their practice. Learning Communities are multi-month, sustained engagements focused on developing and reflecting on educators' practice to be more equitable, liberatory, learner-driven and hands-on. The Making Spaces Program, one of our ongoing learning communities, is a 30-month professional learning and capacity building program designed to support leadership around maker education and build the foundation for lasting, embedded change in three core areas: pedagogy, community, and culture, with an emphasis on sustainability + growth. The Learning Communities Manager reports to the Director of Learning.

### Roles and Responsibilities

#### Visioning

- In collaboration with the Learning Team create and refine a vision for Learning Communities aligned with our theory of change, values, core areas of work, and capacity
- Gather and document our best practices based on past and current Learning Communities
- Build and refine the learning community design process that centers input from members of the community and provides clear possibilities to meet those needs.

#### Planning, Facilitation, and Management

- Create and manage implementation of iterative project plans for all learning communities, including Making Spaces
  - Develop and effectively manage program timelines to ensure timely completion of program deliverables
- Manage Learning Community staff and the facilitation of all Learning Communities, including Making Spaces, in collaboration with learning team members and outside consultants



**MAKER ED**

- Support other Lead Facilitators to plan and facilitate learning communities aligned to community and client needs as well as Maker Ed's core work and values
  - Support Lead Facilitators to manage relationships with partner organizations
- Manage and coordinate learning community working group meetings
- Serve as the Lead Facilitator on the planning and facilitation of one learning community
- Plan in-person and virtual learning communities that are liberatory, participatory, and equitable in content and process and support educators to shift their practice
- Support learning community members to create shareable resources, tools, and reflections that benefit the wider maker education community
- Create and implement outreach, recruitment, and marketing plans for Learning Communities, in collaboration with the Director of Communications
- Facilitate whole group work (e.g. retreats, sprints, etc.) related to Learning Communities
- Work with leadership (ED, DoSP, DoL) to budget resources (capacity, funds, team time, space) in order to balance the needs of Learning Communities and the needs of other teams
  - Support the development of a budget
  - Manage support squad(s) with an understanding of squad members capacities and aligned areas of work

### **Content, Impact, Communications, Partnerships & Development**

- In partnership with the Learning Content Strategist and Learning Team support the learning communities team as they develop professional development offerings and educator resources
- In partnership with the Learning Content Strategist and Evaluation & Scalability Manager, document Learning Communities as part of the evaluation and storytelling process
- Develop and implement an evaluation plan for Learning Communities, in collaboration with the Evaluation & Scalability Manager
- Share the stories of Learning Communities and their participants, in collaboration with the Director of Communications
  - Ensure Maker Ed's communications and storytelling campaigns center our target audience
- Share the impact of participating in Maker Ed's Learning Communities



**MAKER ED**

- Create and implement outreach, recruitment, and marketing plans for Learning Communities, in collaboration with the Director of Communications
- Cultivate relationships with external partners & participate in partnership conversations that relate to Learning Communities & give input into partnership participation and direction in collaboration with the Director of Strategic Partnerships
- Share the work of Maker Ed externally, including conference presentations and other events

### **General Roles and Responsibilities**

- Facilitate or support learning events.
- Participate in staff, co-lab, and lateral meeting times
- Participate in organizational work, including sprints, support squads, and whole group visioning

### **Qualifications**

The ideal candidate will have at least 3-4 years facilitating learner-driven experiences in formal or informal settings and:

- Centered equity, justice, and liberation in their previous work.
- Familiarity with Maker Ed's learning pedagogy (hands-on, liberatory, anti-racist learning practices).
- Leadership experience.
- Experience designing long term learning arcs for educators.
- Experience designing both long and short term curricular projects for youth.
- Excellent written and verbal communication skills.
- Proficiency using google suite applications.

Nice to have:

- Developed partnerships that work with the structures of the partner organization.
- School based teaching experience.
- Management experience.
- Proficiency with project management software like Asana.



**MAKER ED**

## Accessibility & Work Environment

Our national office, “The Community Studio,” is located in Berkeley, California. Maker Ed staff work on a hybrid schedule, with some staff fully remote and some staff in the office 1-3 days a week. We are open to this being a remote position, but we have a preference for candidates who would also be working on Pacific time or are within driving distance from our office. We are also interested in meeting candidates who might be interested in moving to the Bay Area once the COVID-19 pandemic is over.

- Requires sitting, talking, and listening for 4+ hours per day. An average of 4-5 hours per day will be spent at a computer using a keyboard. Reaching with hands and arms is necessary. Certain situations may require lifting items up to 20 pounds. Position requires the ability to travel by car or plane for required local and national travel.
- Work performed in the Berkeley-area office offers closed door offices with natural light and windows to fresh air, as well as an outdoor seating and lounging area in our back garden.
- Staff who need or choose to work in the office must show proof of vaccination. Maker Ed maintains safety protocols for mask wearing, social distancing, and cleaning while in the office.
- Occasional local SF Bay Area travel may be required for this position.
- COVID - 19 Vaccine Policy: In accordance with Maker Ed’s duty and commitment to prioritize the health and safety of employees and provide and maintain a workplace that is free of known hazards, employees are required to receive the COVID-19 vaccine. This policy applies to all employees [including temporary employees and contractors] who will interact with the public and/or co-workers. We adopted this policy to safeguard the health of our employees and their families, our partners and visitors, and the community at large from COVID-19. This policy complies with all applicable laws and is based on guidance from the Centers for Disease Control and Prevention, the California Department of Public Health, the Alameda County health department and all applicable state and local health orders.

## How to Apply

Visit <https://makered.org/get-involved/careers/apply/> to submit your resume, cover letter, and a sample of your work. Applications will be accepted on a rolling basis until the position is filled. The application process will include an initial remote conversation (via Zoom or phone) with one Maker Ed staff, a remote interview (via Zoom) that includes submitting work on a sample project, and a final remote interview (via Zoom).



**MAKER ED**

## Details and Logistics

This is a full-time position, which is currently four days a week. This schedule will remain through August 2021 and may return to a five-day work week in September.

The base salary for this position is \$65,000 depending on experience. In addition, we offer 100% employer paid health, vision, and dental coverage for employees and dependents are covered with a \$25 monthly co-pay. In addition, we match requirement contributions up to 5% with flexible investment opportunities to help you manage your personal financial planning.

We offer these supports to promote work - life balance:

- Paid time off: vacation; holidays; sick days (if you, a partner, family member are sick) and mental health wellness time.
- We close down for 1 week in the summer and 2 weeks in December to provide all staff time to rest and take a break together.

## About Maker Ed

Maker Ed is a non-profit organization dedicated to creating more opportunities for all young people to develop confidence, creativity, and interest in science, technology, engineering, math, art, and learning as a whole through making. Through its support of educators and communities, Maker Ed plays a national leadership role in both broadening access to and deepening the impact of meaningful making and learning experiences for youth.

Learn more about who we are and what we do at [MakerEd.org](https://www.MakerEd.org).

Maker Education Initiative is an independent 501c3 and “at-will,” equal opportunity employer. Maker Ed is committed to equity as an organizational priority and we strongly encourage applicants from a diversity of backgrounds and from communities most impacted by an unjust education system. Employees shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, mental or physical disability, sexual orientation, gender identity (including pregnancy and/or gender expression), 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. Maker Ed is committed to building a diverse staff and strongly encourages applications from candidates of color.



**MAKER ED**

## **Our Vision**

We believe maker-centered learning has the power to transform the educational experience for every child, and we imagine a future in which all children—regardless of class, gender, race, ability, or geography—have equitable access to learning experiences that support the development of their own agency and problem solving dispositions as they become lifelong change-makers.

## **Our Mission**

The mission of Maker Ed is to harness the potential of making to transform teaching and learning.

## **Maker Ed's Values**

We are a values driven organization, and believe that in order to do our work effectively, we must model the practices and values inherent in the work we do. Our values drive our decision making, programs, and the learning experiences we hope educators will shape for children when they engage in making.

- **Equity.** We believe maker education must ensure that every child gets what they need to develop creativity, knowledge, and skills for life.
- **Community.** We honor the history, culture, strengths, and leadership in communities. We value teamwork and collaboration, building relationships and connecting with others to achieve common goals
- **Joy.** We believe that classrooms should be lively and full of joyful exploration and discovery, understanding that hope plays an integral role in being able to imagine and work towards a vibrant future.
- **Agency.** We trust that children are inherently capable and we prioritize learners receiving the resources and support they need to voice and act on their unique thoughts, choices, and ideas.
- **Learning.** We believe that learning experiences should create opportunities for students to follow their own passion and curiosity, find their purpose, and become lifelong learners.