



## South Richmond Leadership Academy Coordinator

### About Virginia Community Voice

#### Mission

Our mission is to equip neighbors in historically marginalized communities to realize their vision for their neighborhoods, and prepare institutions to respond effectively.

#### Vision

Our vision is a Commonwealth where decisions are made equitably. Through collaborative efforts and inclusive practices, we aim to foster a culture of transparency, accountability, and shared prosperity, making our Commonwealth a model of justice and equity for all.

Virginia Community Voice was founded in 2019. Learn more about us at [www.vacommunityvoice.org](http://www.vacommunityvoice.org). [View our 2023-2028 strategic plan here.](#)

Virginia Community Voice has developed a model of equitable community engagement and decision-making, called Community Voice Blueprint. Applicants are encouraged to read the Blueprint, and be prepared to discuss VACV's model of engagement should they be invited for an interview.

## Our Values

### Neighbor & Community Centered

In our engagement and decision-making, we center the expertise and experience of the neighbors and community members who are directly impacted.

### Equity Driven

We ensure that equity is embodied internally and externally in our decision-making.

### Liberation Focused

We focus on equipping neighbors with sustainable tools and resources so they

can build and maintain positive community change without the long-term support of the organization.

### Transparent / Honest / Accountable

We believe that transparency is ensured through honesty and accountability.

### Power sharing / Shared ownership

We make decisions through a process that gives authority to neighbors, board and staff within the organization.

## Job Description

The Leadership Academy Coordinator's primary role is to support the implementation of the South Richmond Leadership Academy. Their responsibility is to engage with South Richmond neighbors, recruit participants for the academy, provide administrative and project management support to the overall program, ensuring its successful launch in late 2024. This position is crucial to the success of Virginia Community Voice's Power Building Strategy, which aims to move South Richmond neighbors toward progressively more engaged community leadership roles within the organization. The Leadership Academy Coordinator is all about building relationships with neighbors, connecting them to their inherent power and helping them hone their leadership skills. Essentially, the Leadership Academy Coordinator is the glue that keeps neighbors connected to the academy, moving successfully through the curriculum toward graduation, and understanding the various ways they can continue to lead and build power through VACV's working groups and committees.

## What you Bring

- At least a year of formal community organizing experience
- The ability to speak English and Spanish fluently
- Ability to effectively manage projects with multiple priorities and deadlines
- Demonstrated ability to design and develop new programs
- Some experience with curriculum development
- An outgoing personality and passion for the South Richmond community
- Comfort with public speaking
- Ease working with diverse communities and groups
- Equally successful working independently and as part of the team
- Knowledge of Google Suite, and comfort using the internet and email for communication

## What a Typical Day Looks Like

The Leadership Academy Coordinator is an active position. If they aren't out in South Richmond, having a one-to-one conversation with a prospective or current academy participant, they are back at their computer taking notes on their most recent one-to-one conversation in VACV's database (NetworkforGood). A typical day for VACV's Leadership Academy Coordinator might start with opening their email and calendar, preparing for any meetings they have that day, responding to questions from academy participants, sending email reminders, and generally keeping team members informed and on track about all academy activities. As the person in-the-know on all academy logistics, the day might include confirming event locations, ordering food and organizing supplies for upcoming workshops, working with the academy team to prepare agendas, brain-storming with other team members on how to create supportive bi-cultural spaces or processing attendance records so participants are paid in a timely manner.

The Leadership Academy Coordinator should expect to be out in the community. If they aren't out in the community encouraging South Richmond neighbors to participate, they are preparing for academy workshops, designing agendas and training materials, presenting training content, and gathering feedback to help VACV improve the program.

Depending on the day of the week, the Leadership Academy Coordinator may need to attend one of their regular meetings: VACV All Staff Meeting, Community Engagement Team Meeting, Check-ins with their Supervisors, the Director of Policy & Organizing and the Director of Community Engagement. From time to time, this person will also need to meet the Communications Coordinator and other VACV staff to make sure everyone is kept up to date on the academy's progress. When the academy is "in session" the Leadership Academy Coordinator will be expected to attend cohort meetings, on weeknights, for six weeks.

## **The Duties & Responsibilities**

### **Community Engagement**

- Hold one-to-one conversations with South Richmond neighbors
- Recruit 24-30 people to join the first cohort of the Leadership Academy launching in Fall 2024, with a goal of 50% of Black and 50% Hispanic participation.
- Engage & support academy participants, assisting with barrier removal and helping them to successfully complete the program
- Assist neighbors in identifying solutions to problems in their community according to their perspectives, experiences and needs.
- Support neighbors in determining how they would personally like to contribute to the improvement of their neighborhoods and will encourage and support neighbors as they step into new roles as community leaders.
- Support graduates as they become RVA Thrives Members, joining the Housing or Greening Working Groups or Steering Committee

### **Program Implementation**

- Manage application process and orientation for academy participants
- Present workshops using the South Richmond Leadership Academy curriculum
- Foster a bilingual, multicultural space that promotes peace, healing, growth, inclusiveness and understanding among academy participants

- Create and implement a plan for honoring and celebrating the achievements of neighbors when they graduate from the academy (first cohort starts in Fall 2024)
- Gather feedback from the first cohort, as well as workshop presenters, etc. to improve the program each year
- Craft agendas, create calendar invites, send email reminders, take meeting notes, and send post-meeting follow up emails, etc.
- Track cohort participation, including meeting/workshop attendance, demographics, payment, and strive to retain at least 75% of cohort members through to graduation.
- Work with VACV Administrator to ensure payment to academy members is well-organized and timely
- Work with VACV's Fund Development & Communications team as needed to define accurate and reasonable program budgets, and design materials to effectively communicate the progress of the academy, celebrate graduate success and encourage continued support for the program from funders

## **Other Details**

- Availability to work a full time 40-hour work week
- Reliable transportation and willing to travel per job responsibilities
- Location: Richmond, VA
- Hybrid virtual and in-person work environment, but the candidate must reside in the Richmond Metro Area

## **Employment Status**

This is a full-time, salaried position with a starting salary of \$55,000 annually. VACV is a hybrid work environment.

### *Additional benefits*

- Full health insurance premium covered by VACV
- Non-accrual leave policy
- Five weeks per year of paid rest breaks
- Quarterly retreats for staff

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- Flexible work hours
- Laptop provided
- 4% raises each year, as budget allows
- Staff development, as budget allows
- Will add retirement savings as VACV grows

## **Equal Employment Opportunity (EEO) Statement**

Virginia Community Voice is committed to having a diverse staff and as such we strongly encourage applications from People of Color, members of LGBTQIA+ and gender non-conforming communities, people with disabilities, and people with other diverse backgrounds and lived experiences. Virginia Community Voice does not discriminate against any person or employee on the basis of actual or perceived ancestry, age, color, disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sex, sexual orientation, U.S. Veteran status, criminal record, or association with a person or group with one or more of these actual or perceived characteristics.

## **Application Instructions**

Please send your cover letter and resume to Lea Whitehurst-Gibson at [lea@vacommunityvoice.org](mailto:lea@vacommunityvoice.org).

As you describe your experience with community organizing in your cover letter, please answer these questions:

- 1) When you hear the term community organizing, what comes to mind?
- 2) Describe a time when you created or sustained a space with people from multiple cultures, speaking multiple languages. How did you promote equal inclusion of all people present?