

# Community Engagement Specialist

Start Date: ASAP

Location: Flexible within the United States

Reports to: Director of People & Projects

## The Opportunity

At Bright Morning, we have the incredible honor of bringing new learning practices to educators across the globe in pursuit of a world where every student gets what they need, every day. The Community Engagement Specialist plays a vital role in making that happen by supporting a wide range of initiatives, including our free community webinars, membership program, and collaborations with other thought leaders in the education space.

The ideal candidate will have proven track record of cultivating thriving communities and project management.

## Your Team

You'll work alongside a small but mighty team who rolls up their sleeves to get the work done while centering the humanity of each individual along the way. We operate in ways you've likely experienced before, like weekly check-ins and coordinating project plans. And we operate in ways you might not have experienced before, like processing and revealing our feelings, having unflinchingly candid conversations, and teaching each other [our drama classes](#). Our team is spread across the United States, and as such, we rely on resources such as Zoom and Slack to build relationships and stay connected with each other. We come together in-person twice a year for a full team retreat.

## Who You Are

- You know that equity is *everything*, and your commitment to creating a just and equitable world informs everything you do, inside and outside of work. You know that social change begins within each individual, and you are committed to exploring your own behaviors, beliefs, and ways of being. You prioritize learning about yourself and others and translate your knowledge into action. This allows you to identify and challenge problematic beliefs, behaviors, and systems and to generate trust and connection across lines of difference.
- You are an incredible relationship builder. You have a fine-tuned understanding of what motivates people to act, and find joy and energy in connecting with others. People feel known and valued by you, because they are. Your skills in [active and intentional listening](#) are exemplary.
- You thrive with "just enough" guidance, are a problem solver extraordinaire and can create order out of chaos. While you *love* a plan, no one has ever called you rigid. You're nimble and comfortable with ambiguity;. You're able to take a high level vision, develop a comprehensive

strategic plan, invest stakeholders, and manage the execution down to the last detail. Once an assignment is in your hands, it's as good as (exceptionally well) done.

- You love finding new and better ways to get the job done. Simplifying processes and increasing efficiency is your love language. Designing a new system to make things run more smoothly? You can't wait to dive in. A new platform to explore? Let's see it! You are tech savvy (CRM, CMS, API all mean something to you) and love to learn.
- You are a chess master. You see the whole board and have an uncanny ability to see and orchestrate the cascading implications of decisions within organizations and across functions while considering the varying needs of multiple stakeholders. You know that technical fixes have a place, but adaptive approaches normally win the game.
- You've got a great eye for design. You know that first impressions matter, and everything we create tells a story. Your products are flawless, and both your written and verbal communication are superb.
- You are low maintenance and drama free. If there's a problem, you take it straight to the source. People describe you as "direct" and "candid." Gossip? Nope, you shut that down. You have no interest in paying the [drama tax](#), and are committed to making sure that colleagues don't either. But there's no shame in your game. Your high emotional EQ allows you to read the emotions of others and to respond in a way that honors the person and supports them in moving through.
- You know you are enough and are committed to being the best possible version of yourself. A new framework to help you think about leadership development? You can't wait to dive in. You're the first to ask for feedback and implement your learnings to improve future performance.
- Remote work *works* for you. You love to connect with your team on Zoom and savor your dedicated solo work blocks. While you form meaningful relationships with your colleagues, you also sustain the social connections you need outside of work, so you don't feel isolated or disconnected in the virtual world.
- You know what it means to thrive and have developed a deep and wide tool box for engaging with life and its ups and downs. You have a nurturing community and have habits and rituals to meet your needs.
- You take the work seriously but don't take yourself too seriously. You bring good energy, fun, laughter, and a high level of cooperation. You can form connections that enable others to carry their burdens with greater ease.
- You feel a deep connection to [our mission and approach](#).

## What You'll Do

- **Ensure a flawless logistical experience for all public workshops**
  - Prepare the Zoom Operations Support role to provide best-in-class virtual workshop support to participants and presenters and serve as back-up Zoom Operations Support, as needed
  - Serve as the Bright Morning expert for all things Zoom and maintain resources to support participants and presenters to utilize features and troubleshoot challenges

- Upload and archive session recordings in Vimeo and Thinkific, and record day-of attendance
- Evolve and execute post-workshop communication to participants
- **Project manage Bright Morning's free community webinars**
  - Manage all logistics and oversee team member execution via Asana
  - Serve as operations support and engage participants via chat
  - Own the participant communication cycle from registration to ongoing engagement
- **Facilitate the [Bright Morning Membership](#) experience**
  - Identify and implement opportunities for members to build a thriving community
  - Provide recommendations for members to deepen their learning within our ecosystem
  - Communicate ongoing via a monthly "Membership Memo"
- **Increase awareness of Bright Morning and Elena Aguilar's work**
  - Routinely capture and elevate stories of impact that compel potential clients to learn with Bright Morning
  - In collaboration with Growth & Partnerships Lead, devise and execute a strategy to establish a network of likeminded thoughtleaders in the education field
  - Identify and assess opportunities for podcast guest spots and online collaborations and maintain indexes of interviews, etc.
- **Provide cross-functional and "on-call" support**
  - Support workshop registration launches and additional tasks, as needed
- **Establish, capture, evolve, and refine internal team systems and processes**
  - Identify opportunities for introducing new and evolving existing systems, processes, structures, and platforms to increase efficiency and impact
  - Meticulously capture the behind-the-scenes "how to" of the role, ensuring comprehensive knowledge sharing with current and future team members

While this description provides an overview of the Community Engagement Specialist's primary responsibilities, we seek candidates who demonstrate flexibility and can adapt to evolving needs in an entrepreneurial environment.

## What You'll Bring

- A minimum of 7+ years of professional experience, including significant experience in project management and community/relationship development
- Strong process orientation, with a focus on continuous improvement and creating new and better ways for an organization to be successful
- Exceptional communication skills, the ability to listen and intuit clients' needs, and create win-for-all solutions. Familiarity with Bright Morning offerings and training in Transformational Coaching is strongly preferred
- Familiarity and ease with a wide variety of technological platforms, including Google Suite, Zoom, Active Campaign, Thinkific, and Vimeo

- A sophisticated understanding of your own intersectional identity and a demonstrated ability to generate trust and connection across lines of difference
- A nuanced understanding of the education sector, including the needs and lived realities of the educators we serve

## Compensation

We are committed to competitiveness, pay equity, and performance-based rewards. For each role we hire for, we establish the compensation band in which the open role fits. Generally, we expect all candidates that meet the hiring criteria to be offered the entry point of that band. The entrypoint of this band is \$85,000 plus eligibility for performance-based bonuses. The actual level of the successful candidate (and corresponding salary) will be based on compensable factors such as job-relevant education, job-relevant experience, training, demonstrated competencies, and other relevant factors.

It is important to note that we do not negotiate the offered salary during the offer conversation. Throughout the interview process, we will evaluate your alignment with the compensable factors listed in the job description. From there, we will determine your starting salary on a level within the compensation band.

Here are the other ways that we take care of our employees:

- Generous health insurance plan (100% employee + 70% dependent coverage) available 60 days after hire date
- Eligibility to participate in a Simple IRA with a 3% employer match
- Flexibility to work from a remote location on a mutually agreed upon schedule
- 10 days of flexible paid time off in year one of employment (number of days grows each year)
- 14 days of paid company-wide “rejuvenation” days (three, one-week intervals where all team members are off work at the same time)
- 13 days of paid company-wide holidays
- An annual supplies allowance and a one-time remote work set-up allowance

## To Apply

Bright Morning Consulting is an equal opportunity employer committed to racial equity and social justice. We make a particular effort to recruit people who identify as Black, Indigenous, and other people of color to apply for open positions.

To be considered, [submit this form](#).

Applications will be reviewed, and interviews offered on a rolling basis. We hope to fill this role by April 28, 2023.

Note: Please do **not** contact Elena directly regarding this opportunity, as she does not have the capacity to respond to individual inquiries. Historically we have been overwhelmed with interest to open roles and anticipate this will likely happen again. We will contact you if you are invited to move forward to an interview. If you need support, please send an email to [info@brightmorningteam.com](mailto:info@brightmorningteam.com).