



TITLE: Network Facilitator

DEPARTMENT: Cradle 2 Career Initiative

REPORTS TO: Executive Director

WAGES: Salaried, Range of \$57,000-\$65,000 annually with benefits options

EMPLOYMENT STATUS: Full-Time

FLSA STATUS: Non-Exempt

WHO WE ARE AND WHAT WE DO

Cradle 2 Career is a community-wide initiative that works to improve educational outcomes for every child in Rochester by transforming the way partners work together. Cradle 2 Career is committed to seeing every child and young adult in our community succeeding cradle to career through shared purpose, alignment, and accountability among stakeholders. As a community, we can achieve excellence for everyone by being courageous, by mobilizing the best resources, and by inspiring individuals to live boldly and collectively for positive change. Our work and workplace is informed by our values: community, courage, progress, and results.

This role exists to help promote and facilitate a culture of continuous improvement and sustained collaborative action so that we can achieve systems transformation in Rochester, MN. By shifting policies, practices, resources, and power structures across systems, we seek to eliminate structural racism and advance equitable outcomes for children, youth and young adults. The Network Facilitator will be responsible for managing the support and oversight of our networks, their identified strategies around key priority outcomes and pilots that are derived from these strategies. This position reports to the Cradle 2 Career Executive Director.

PRIMARY RESPONSIBILITIES AND EXPECTATIONS

- Grow, develop and cultivate relationships with collaborative action network partners and community stakeholders, including, but not limited to, leaders in the sectors of education, business, faith, nonprofit, philanthropic, and civic sectors.
- Work collaboratively with network conveners to plan for and facilitate network success.
- Provide networks with clear methods and process guidance.
- Effectively manage monthly network meetings and task completion between meetings.
- Assess and evaluate network member understanding and satisfaction at all stages of the partnership through the process of continuous improvement and data-driven decision making.
- Create and sustain a participatory environment.
- Manage group conflict and facilitate resolution and/or consensus.
- Encourage creativity.
- Maintain professional knowledge and standing.
 - Engage in regular professional development focused on facilitation and strategies for systems change (e.g. StriveTogether offerings, International Association of Facilitators trainings, Community Co-design trainings, etc.)
- Communicate and work collaboratively with C2C colleagues, volunteers, interns and/or partners to provide seamless support for networks.
- Lead, attend and/or present at Cradle 2 Career Leadership Table and other committee meetings as necessary to provide information on progress of networks, through presentations and written reports.
- Maintain and archive appropriate documentation of progress of networks including, but not limited to, attendance records, meeting minutes, work products, and relevant research.

- Report out network progress through regular communications with C2C stakeholders (e.g. newsletters, blogs, co-design reports, etc.).
- Other duties as assigned.

(PREFERRED QUALIFICATIONS) THIS JOB IS FOR YOU IF YOU:

Possess the following characteristics:

- 2-3 years of applicable experience in effectively facilitating cross-sector or multi-organizational teams which consistently produced results in real-time. Facilitation certification preferred, however professional development to obtain/maintain will be provided during employment.
- A commitment to promoting equity in education and demonstrated cultural competence.
- Demonstrated facilitation skills; variety of participatory processes, active listening skills, ability to observe and provide feedback, create a climate of trust and safety, ability to identify barriers to participation and ways to address them, ability to establish clear context, reflectiveness and adaptability, use of a variety of approaches to reaching consensus, integrity, ability to honor the wisdom of the group, and an ability to encourage the capacity and experience of others.
- Connector: ability to build mutually trusting relationships and bridge between sectors.
- Demonstrated communication and interpersonal skills with the ability to engage and build relationships with a diverse range of individuals and communities.
- Ability to work independently and as part of a team with strong organizational and time management skills.
- Excellent project management and organizational skills; ability to manage details and work independently.
- Demonstrated written and oral communication skills and strong interpersonal skills required.
- Experience in continuous improvement methodologies.
- Proficiency in applications like Microsoft Office, Google Suite, and the ability to transfer knowledge between platforms is required. Experience with or ability to learn different internet-based applications is desired. Examples include Canva, Microsoft Visio, Squarespace, and others.
- Willingness to work collaboratively and participate on a variety of teams.

HOURS:

- This is a full-time position.
- We are located in Rochester, MN, and are looking to hire a resident or someone willing to live within daily commuting distance, as we are rooted in our local community. In-person meetings and activities are required as safety permits.
- Availability outside of typical office hours is expected to connect with partners, for special events or as other individual circumstances arise.

OUR WORKPLACE:

Cradle 2 Career is part of the national StriveTogether network and is one of seventy-five communities doing collective impact across the country. Cradle 2 Career's employment is sponsored by United Way of Olmsted County, an equal opportunity employer.

United Way of Olmsted County is an equal opportunity employer. Individuals who share lived experiences with the people and communities we serve are strongly encouraged to apply. We intentionally do our best to eliminate bias and remove barriers that may limit other applicant pools. UWOC encourages applications from individuals of all races, genders, ages, and abilities.

HOW TO APPLY:

To apply, please email Julie Ruzek (C2Cadmin@uwolmsted.org). In the email we ask for:

1. 2-3 paragraphs telling us why you are interested in this position and how you believe you meet the qualifications.
2. A summary of your work, skills, training, education experience, and/or lived experience as an attachment. This could be in the form of a resume, work history, curricula vitae or list.
3. 2-3 References that could speak to your work and qualifications.

This position is open until filled.