



## Program Manager for Regional Pilot Residency

**Employer**

Commonweal

**Location**

Seattle, WA; Whidbey Institute, Clinton, WA

**Salary**

Commensurate with experience

**Start date**

July or August, 2022

### [Regional Pilot Program Manager](#)

The Innovative Learning and Living Institute (ILALI) is a national project established in 2021 to build diverse cohorts of young adults equipped to be engaged in their communities, develop themselves, and bridge social, cultural and political divides. This transformative experience is offered to a cohort of young adults ages 20–25 to spend four months living and learning together, utilizing an integrative, multidisciplinary curriculum designed to support participants in their capacity to “Become, Bridge, and Belong”.

ILALI will be piloting its regional immersive residency program at two locations in 2023, and seeks a Program Manager at one or both of the pilot program sites. The Program Manager will support the lead-up and delivery of the Pilot by cultivating community partnerships, recruiting participants, and overseeing a support team of co-facilitators to ultimately advise, deliver and hold space for the young adult participants for the duration of their residency. This position is funded through May of 2023 with the possibility of extending to oversee a second pilot based on the success of the program, additional funding, and the cohort needs.

The ideal candidate has experience in long term collaborative program delivery, large and small group facilitation, and is energized by the opportunity to support personal and societal transformation. Success in this position requires the ability to assess individual and group needs in real time and make adjustments regularly, all while holding space to allow the cohort to navigate their own development, growth and conflicts. Also key are applying flexible and creative thinking while navigating uncertainty and evolving conditions.

## Scope of Work

- Adopt and commit to an inclusive, collaborative developmental approach to leading onsite staff, cohort and partners that supports ILALI's commitment to being a [transparent](#) and [deliberately developmental organization](#)
- Manage preparatory and on-site day to day program logistics for staff and cohort, communicating with team, partners, and resources in line with developmental framework
- Initiate relationships with organizations and elected officials from a broad spectrum of political ideologies, from government agencies, and from other key social sectors
- Assess ongoing needs of cohort and support staff, liaising with partners at Whidbey and ILALI directors to communicate needs, successes and challenges

## Primary Responsibilities

### *Preparation and Coordination*

- With support from operations director, oversee applicant screening, gaining a strong understanding of the experience, worldview, needs and approach for each member of the cohort
- Regular outreach to new and existing community organizations, university officials and young adult professionals to promote ILALI's pilot residency experience
- Participate in in-depth training and ongoing learning of ILALI's full Integrative Curriculum, practices and conflict resolution approaches
- Act as primary liaison between applicants, parents and their ILALI program experience, providing regular communication points for applicants and responding to inquiries in a supportive and timely manner

### *Onsite Convening and Delivery*

- Day-to-day coordination for pilot program delivery, facilitation, and staff and cohort support, collaborating and liaising with ILALI directors, visiting facilitators, and host site partners
- Capture notes, takeaways, and next steps from support staff, cohort triads and critical conversations and incidents
- Regular review of ongoing program curriculum content with support staff prior to delivery
- Oversee structure for ongoing check-ins with support staff and cohort regarding ongoing group dynamics, curriculum, incidents and notable issues
- Support evaluation, monitoring, and re-entry of participants during and after program

### *Communication & connection*

- Maintain primary contact with host site partners, support staff, visiting facilitators and program applicants and participants
- Prior to and following program, maintain and make regular contributions to ILALI's social media channels
- Ensure clear, regular, and consistent flow of information to constituents, maintaining channels for sharing information and insights across parties including Slack, Zoom, and other communication
- Serve as regional presence for pilot marketing and partnership development activities, such as presenting at recruitment events and open house
- Respond to incoming inquiries from program applicants expressing interest as well as those enrolled
- Follow communications protocol and expectations for incidents and special circumstances

### **Desired Qualities, Experience, & Skills**

- Extensive experience delivering experiential or residential program experiences for young adults, such as residence life, leadership programs, camp, gap year experiences, outdoor education, etc.
- Background in emergent, creative or collaborative facilitation
- Experience holding polarities and conflict resolution with a broad range of populations, including socioeconomic, racial, gender, orientation, religious, political, and otherwise.
- An openness to holding the paradox of longer-term uncertainty paired with potential opportunity as the pilot phase evolves
- Natural communicator who listens deeply to center and prioritize the needs of others
- Highly collaborative leader and problem solver who is adaptive and comfortable working independently
- Demonstrated commitment to racial, social, environmental, and economic justice, and building bridges across communities (class, race, ideology, and geography)
- Affinity for adult development, social change, and community building

### General Information

*Title: Program Manager*

*Organization: A collaboration between the Fetzer Institute and Commonweal*

*Location: Primarily Remote, based in greater Seattle; Onsite at Whidbey Institute, Clinton, WA from January - April, 2023.*

*Salary: Commensurate with Experience*

*Hours: Full time, 40 hours per week. Hours are flex prior to Residency, with 1.5 days off on weekends during the program (between January 3- April 25).*

*Report: Direct Report to ILALI Operations Director and Program Director.*

*To Apply: Please submit a cover letter and resume to [info@ilali.global](mailto:info@ilali.global) by July 1, 2022.*