



Case Manager/Facilitator

Position summary:

The Case Manager/Facilitator works with Latinos LEAD staff and consultants to plan and coordinate services, including workshop facilitation, related to the LEAD with Intent-Inclusion Blueprint program. The Case Manager guides and directs execution of the LEAD with Intent (LWI) program, including client relations, client service and operations research, client stakeholder surveys and interviews, and co-facilitates the culminating Inclusion Blueprint seminar.

LEAD With Intent-Inclusion Blueprint introduces nonprofit leadership teams to concepts and principles that promote successful recruitment and retention of Latino governing board members. The initial phase of the Latinos LEAD service model focuses on climate and conservation nonprofits based in Southern California.

Expertise in nonprofit management, governing board development and/or consulting, leadership development, or human resources preferred. Strong public speaking and/or virtual workshop facilitation skills required. The Case Manager/Facilitator reports to the Program Coordinator.

Key Duties and Responsibilities:

- Engage senior principals of nonprofit organizations to collect, analyze, and synthesize for presentation a variety of internal and external data sets. These data sets help inform the Latinos LEAD assessment of a client's readiness and capacity to successfully recruit and retain Latino governing board members.
- Identify sources and gather anecdotal input from key informants to prepare a thorough review of the client's operating environment, particularly its governing board practices and culture.
- Co-facilitation of Inclusion Blueprint seminars. Facilitators collaborate with Latinos LEAD staff and consultants to ensure the efficient delivery of the seminar curriculum, navigate and engage with, and guide the discussion among participants of varying social and professional backgrounds, and strive to achieve seminar learning objectives. NOTE: Inclusion Blueprint workshops require five hours of service time. If working remotely, the Case Manager/Co-Facilitator must have adequate wifi service and be able to attend

and participate for the entire workshop period. A quiet uninterrupted workspace is required. Most workshops will occur from 10 a.m. to 1 p.m. Pacific Time, and the Case Manager/Facilitator will be expected to be available for at least 30 minutes setup prior to and 30 minutes for debriefing following the workshop.

- Assemble an Inclusion Readiness Assessment Rating and narrative explaining rating. Present recommendations to Client to improve readiness for recruiting and retaining Latino Board Members.

GENERAL QUALIFICATIONS & OTHER KNOWLEDGE SKILLS & ABILITIES:

- At least five years of experience in organizational development, executive recruiting, and/or management in a nonprofit, private or public sector organization
- Sufficient higher education and/or industry training to meet job qualifications
- Strong adult education, facilitation, and presentation skills.
- Awareness of and proficiency in describing diversity, equity, and inclusion principles and how these principles can be applied to governing board recruitment and practices
- Manage sensitive and confidential personal and institutional information with integrity
- Superior organizational skills, a commitment to meet deadlines with fastidious attention to detail
- An ability to function independently, and to collaborate professionally with Latinos LEAD staff, consultants, and clients
- The sensitive nature of some LWI topics requires Facilitators to bring an observant and nuanced approach to their work.
- Strong verbal and written communication skills
- Professional and confident demeanor in conducting small group seminars in a virtual setting compliant with COVID safety precautions (two Latinos LEAD staff members present in-person) combined with Zoom presentation to Clients. Covid-19 guidance will determine when some workshops will return to be conducted in person.

OTHER:

- Perform all other duties as assigned
- Familiarity and proficiency with phone, Skype, ZOOM and online meeting platform skills
- Commitment to Latino community affairs and leadership development and to the mission, values, goals and success of Latinos LEAD
- Updates job knowledge by participating in educational opportunities, reading professional publications, maintaining personal networks, and participating in professional organizations

This document should not be considered an exhaustive description of the work requirements of the position. Other duties may be assigned that are not listed in the above job description and the organization may change the specific job duties with or without prior notice based on the needs of the organization.

Part time: Approximately 5-10 hours per week (will vary based on demand for services)

Worksite: Remote with occasional staff meetings and training sessions

Open until filled

The salary rate for this position will be \$30 per hour; and \$50.00 per hour for on-site workshop facilitation.

Learn more about Latinos LEAD: <https://www.latinosleadnow.org/fact-sheet/>

Submit resume and cover letter to: searches@latinosleadnow.org