



Position Title: Community Collaboration Specialist
FLSA Status: **1.0 FTE (40 hours/week), Exempt**

Position Description

The Civic Canopy (Canopy) is a nonprofit organization with the vision of a society where *the many work as one for the good of all*. The Canopy creates a culture of collaboration that drives transformative change by connecting diverse groups of people seeking change in their communities and equipping them with the tools to create meaningful and lasting impact. Visit www.civikkanopy.org to learn more.

The Community Collaboration Specialist will coordinate and facilitate Canopy projects that provide capacity building for individuals, organizations and coalitions to enhance skills and knowledge in complex collaboration for social change. Responsibilities will adjust relative to specific project deliverables, but will incorporate the activities and duties outlined below.

Project Delivery and Facilitation

- Build authentic and effective relationships with residents, partners and organizations
- Design project processes, tools and supports in alignment with the Canopy's Community Learning Model
- Provide an array of capacity-building services including facilitation, training, and coaching for project leadership groups, action teams, and other project activity leads
- Facilitate meetings and convenings, supporting conflict resolution and problem solving
- Ensure collaborative leadership so all voices are engaged in concept, design, and strategy implementation
- Ensure adherence to the Canopy's values, goals and approaches

Project Management

- Ensure execution for a variety of Canopy projects that support individuals, organizations and coalitions across Colorado
- Develop, coordinate and support project teams, including Canopy team members, contractors and community partners
- Monitor and communicate progress on all project activities
- Provide research and analysis skills to compile data from stakeholders and partners
- Ensure transparency of activities and outcomes, setting up accountability systems
- Develop and coordinate project reporting for funders
- Monitor project budget, coordinate invoicing and reimbursements

Canopy Team Player

- Engage in cross-organization efforts, connecting project work to the broader Canopy mission and network
- Share unique skills and expertise with Canopy team and on a variety of Canopy projects
- Engage actively in Canopy team meetings, retreats and organization activities

Key Qualities or Skills Sought:

- BA/BS or equivalent working experience
- Three years of experience designing and facilitating collaborative processes to address complex social issues
- Experience with community engagement and coalition building; comfort working with groups of various sizes
- A mature understanding of inclusion, power, privilege and diversity concepts
- Experience managing complicated projects on tight deadlines, supporting multi-dimensional project teams, monitoring progress and compiling reports
- High levels of organizational skills with a focus on detail and follow through
- Ability to communicate effectively in both written and oral form to diverse audiences

- Skills in customer service, relationship building and conflict management
- Ability to work evenings or weekends
- Competent with Microsoft Office
- Bilingual, preferred

Organization Culture

The Civic Canopy values diversity —cultural, work styles, communication approaches, and personal preferences—and strives to create an environment in which all team members are valued and respected. We are committed to increasing the diversity of our team and encourage responses from people of diverse backgrounds. We are an equal opportunity employer and do not discriminate on the basis of race, color, country of origin, ancestry, religion, age, physical and cognitive abilities, sexual orientation, gender identity, marital or domestic partner status, mental health, military obligations or veteran status.

We work in a high-paced environment with full days – including evenings and weekends – yet remain committed to healthy work/life balance. While we take our work very seriously, we also know the importance of having fun and the value of enjoying what we do. As an organization, the Canopy seeks and supports team members who exhibit the following:

- *Culture Champion* – Commitment to the Canopy's mission *working as one for the good of all* to ensure opportunities are more equally and equitably distributed.
- *Results & Quality* – A results-focused orientation with a history of achieving goals, and a strong commitment to quality and practice improvement.
- *Agility* – Ability to think strategically, foresee opportunities and challenges and adapt as needed.
- *Understanding* – Ability to communicate verbally and in writing, striving to listen to and understand people's stories and perspectives on their own terms.
- *Organization* – Exceptional capacity to manage details, monitor progress and adjust accordingly, responsibly stewarding resources.
- *Action Oriented* – Enjoy working hard and tackling challenges, not being afraid to take ownership of a situation by holding oneself and team accountable for following through on commitments.

Position Conditions: This position will require travel across Colorado, reliable transportation will be needed. This position may be required to lift up to 25lbs with reasonable accommodation available. The Canopy office is located in a shared non-profit space and has parking, shower, and breastfeeding room available.

Compensation: Salary will be negotiated based on commensurate skills. Benefits include a medical plan, dental plan, basic term life insurance, long term disability, simple IRA, holiday pay and paid time off.

Application Process

Only electronic submission is accepted. Please submit a resume, cover letter and three references to Rene@thehrshop.com. Resumes will be accepted until the position is filled, but review of applications will begin immediately. Interviews will be calendared beginning the week of July 8, 2019.