



Community Leadership Manager, GO Public Schools West Contra Costa

THE ORGANIZATION

GO Public Schools is seeking a Community Leadership Manager to join our West Contra Costa team. GO Public Schools is a multi-city organization of local networks, working with families and their champions—educators, school leaders, community leaders, elected and appointed officials to promote and advocate for equitable public education for underserved California communities. Currently, GO supports networks of leaders in the Oakland, Fresno and West Contra Costa communities through both GO Public Schools (a 501c3) and GO Public Schools Advocates (a 501c4). GO envisions a day when schools prepare all children for success in our rapidly evolving world, creating an equitable path to opportunity in our communities.

GO develops leadership at every level—families, educators, school boards, district leaders and grassroots. These leaders inform and develop community visions for student success, and they shape, demand, and win system changes that improve student learning. Under the leadership of our CEO, Darcel Sanders, GO plans to scale its impact significantly, growing its multi-city organization of local networks and overall state platform – impacting 500,000 students by 2030 and fully leveraging the strength of local GO sites to create significant local and state-level policy and political wins. Natalie Walchuk champions this vision locally as GO West Contra Costa's Executive Director. Natalie is guiding her team of advocacy leaders who unapologetically champion educational justice for West Contra Costa students.

THE OPPORTUNITY AND CHARGE

At GO, we believe that community stakeholders (parents, educators, and community members) are leaders before they come to us and will continue to build their leadership after engaging in our programs and campaigns. We aim to consistently build advocacy, leadership, and networking skills for the families, educators, and community we work with so that they are better able to be decision makers, leaders, and collaborators. The West Contra Costa Community Leadership Manager joins a team responsible for ensuring that a strong base of family members, educators, and community leaders drive GO WCC's overall direction in West Contra Costa and organization-wide, and also provides leadership within the broader West Contra Costa education community and GO network.

This is a full time, exempt position that reports directly to the West Contra Costa's Executive Director. Our work environment is fast-paced, and the ideal candidate must be a natural self-starter who can lead, coach, and help build the capacity of our families, nimbly manage multiple projects and work streams, have an extraordinary attention to detail, and a collaborative work ethic.

RESPONSIBILITIES

Responsibilities include, but are not limited to:

Leads Community Leadership programming

- **Build a Network of Engaged Stakeholders** – Identifies and connects with local families, educators, and community allies to share the work of GO WCC, raise awareness of our community-led committee work, and surface areas where there is opportunity to rally a unified community voice. This work is done by online meetings, one-on-ones, and in-person visits to our school sites and community partners.
- **Develop Local Community Leaders** – Supports families, educators, and community allies by developing and curating resources, building advocacy skills, and making connections.
- **Convene and Facilitate Group Discussions and Trainings** – Leads groups of WCC education stakeholders (ranging from 10 to 100 attendees) through sessions teaching strategies or exploring local education issues. Sessions may include students, families, educators, and community allies.
- **Support Team Events**– Supports team events by conducting volunteer recruitment and attendee outreach.
- **Participate in Community Engagements** – Represents GO WCC at education-related events and meetings initiated by West Contra Costa schools and district and community partners.
- **Data Support**
 - Ensure GO WCC is a data-driven organization where data is at the center of policy and advocacy efforts
 - Support the updating and entering of data in Salesforce
- **Relationship and Network Building**
 - Represent GO WCC in education and other coalitions relevant to GO's policy priorities.
 - Build trusting relationships with diverse stakeholders to inform GO's point of view and to be able to mobilize for campaign actions.

Other duties as assigned

CANDIDATE REQUIREMENTS

The ideal candidate for this role will have the following characteristics:

- **Highly-skilled program designer and facilitator who inspires action.** Experienced and effective at bringing people together in experiences that allow the group to grow, learn, and, most importantly, take action together to improve a community.
- **Values champion.** Motivated by the overall vision and values of the organization, and a champion of diversity, equity and inclusiveness. Committed to executing strategies and systems that live out these values.
- **Culturally competent.** Thinks and speaks about issues of race, class, gender, and other forms of identity thoughtfully and with compassion. Actively supports GO's efforts to undo institutional racism, build cultural compassion, and serve an increasingly diverse population.
- **Relationship builder & influencer.** Success in this role requires building and managing relationships across a diverse range of stakeholders, then motivating others to take action in support of shared goals. This person is skilled at forming meaningful, interpersonal relationships by building trust and being a curious, empathetic listener who consistently

demonstrates respect for others.

- **Compelling public speaker.** Excels at speaking to groups to support our community priorities and tell the story of the people, role, and impact of GO. This includes representing GO at school and community events.
- **Effective project manager.** Enjoys creating, implementing and streamlining multiple projects and systems into a seamless operation. When facing a complex issue or project, instinct is to break it down into manageable pieces to determine the most efficient solution -- and then prioritize against competing project needs in order to execute effectively and drive results.
- **Team player.** This leader will excel in a small team environment that requires team members to wear many hats and support each other's work (e.g., have "all hands on deck" for a particular project or event).

Education and Experience

- Bachelor's degree in related area of study or equivalent work experience (high school diploma or GED and four years of work experience) in an advocacy organization required
- At least 2-3 years of related work experience required (organizing, education, advocacy, politics), 4+ years preferred
- Excellent written & verbal communications skills
- Ability to work in a fast-paced team environment
- Knowledge of and passion for education reform

In addition, the most desirable candidates will have the following:

- Experience in outreach, recruitment and community organizing
- Experience in the education field
- A strong West Contra Costa connection
- Experience in adult program development and facilitation
- Bilingual, fluent speaker and writer of English and Spanish

APPLICATION PROCESS

Send a resume and cover letter addressed to Natalie Walchuk at wccjobs@gopublicschools.org with the Subject Line "Community Leadership Manager Application: FirstName LastName" Application materials should be submitted as attached documents and saved in the filename format LastName_FirstName_Resume.pdf or .doc LastName_FirstName_CoverLetter.pdf or .doc with no spaces in the filename (use only underscores in place of spaces)

LOCATION, COMPENSATION, AND BENEFITS

This position is based in Richmond, CA with an expectation of regular travel within West Contra and around the Bay Area. Infrequent travel to other GO sites and Sacramento may also be necessary for organization-wide gathering and professional development. Note: the West Contra Costa team primarily works remotely with weekly meetings in person. Additionally, we work in-person with community members across a flexible range of hours including evenings.

This position is exempt, with an annual salary of \$66,573-\$77,368, depending on experience and geographic location. GO leverages an equity based compensation structure that benchmarks salary by staff location into three tiers: Low, Medium, and High cost of labor geographies within our state. We publish our mid level cost tier and salary range and adjust up or down accordingly

based on location, experience, and qualifications. In addition, an above-market comprehensive benefits package is offered, including:

Healthcare

- Healthcare (medical, dental, and vision) provided at 100% for employees and 75% for dependents
- Healthcare plan options - choose between Anthem PPO, Anthem HMO, or Kaiser HMO
- Flexible Spending Account (FSA) and Dependent Care Account (DCA)

10-12 Weeks Paid Time Off Annually

- 2 weeks of observed holidays annually; 5 team floating holidays
- 12 days of accrued sick time per year
- 13 - 18 days of paid time off (grows with years of experience at GO)
- 2 additional weeks of paid time off during the winter break
- Summer and fall breaks aligned with 4th of July and Thanksgiving
- 40% pay for all new parents to match and supplement State of California Paid Family Leave and/or Disability benefits

Additional Benefits

- Simple IRA retirement plan with up to 3% annual salary match
- Paid life and long-term-disability policy (no cost to employee)
- Up to \$75/month in cell phone reimbursement
- Paid professional development opportunities
- Support for new parents that are required to travel with partial reimbursement for accompanying caregiver travel expenses or reimbursement for nursing mothers to ship breast milk home.

ANTI-DISCRIMINATION POLICY AND COMMITMENT TO DIVERSITY

GO Public Schools seeks individuals of all backgrounds without regard to race, color, ancestry, national origin, sex, sexual orientation, gender identity or expression, religion, age, pregnancy, disability, marital status, genetics, or any other factor that the law protects from employment discrimination to apply for this position. We are committed to ensuring diversity within our organization and network, as we want to engage all those who can contribute to this effort.

ABOUT GO PUBLIC SCHOOLS

[GO Public Schools](#) is a 501(c)(3) nonprofit organization that undertakes policy advocacy and public education efforts. Donations to GO Public Schools are tax-deductible to the extent allowed by law.

GO Public Schools is related to GO Public Schools Advocates, a separate 501(c)(4) nonprofit organization that engages in lobbying, ballot measure, and partisan elections work. Donations to GO Public Schools Advocates are never tax deductible. GO Public Schools and GO Public Schools Advocates - sometimes jointly referred to by the name "GO" - have the same overall missions and share office space and employees. They maintain separate boards of directors. The person filling this position will be hired by GO Public Schools, but on occasion will perform some or all of the duties described for GO Public Schools Advocates.

www.gopublicschoolswcc.org