

Position: Director of Learning and Leadership  
Salary: \$52,500 - \$60,000  
Location: Miami, Florida (currently remote)  
Reports to: Executive Director, Deputy Director

#### ABOUT ENGAGE:

Engage Miami takes down barriers and builds bridges to equitable civic leadership through leadership development, scaled voter activation, meaningful civic education, and effective organizing campaigns on the issues that matter to young people in Miami. We build political power for young people in South Florida to make sure the future is better for everyone.

#### JOB DESCRIPTION:

Engage Miami seeks a Director of Learning and Leadership to guide and manage Civics305 learning and leadership programming. Civics305 promotes civic education and leadership development specifically relevant to Miami-Dade, with a focus on county- and municipal-level civic structures and processes as well as leadership development for civic power and social change. This position's primary goal is to democratize civic knowledge and support emerging leaders to help build power and access for effective civic engagement and organizing in Miami-Dade county and South Florida.

Core responsibilities will include:

#### Overall management of Civics305 programming, partnerships, and staff 50%

- Deepening and expanding Engage Miami's partnerships for learning and leadership development, including high schools, colleges, youth programs, and other partners, including developing income-generating programming partnerships.
- Managing Civics305 educational and leadership development programming, including fellowships and events, tracking participation and outcomes.
- Managing Learning and Leadership staff for equity and effectiveness.

#### Material and curricula development and research 30%

- Developing Civics305 curricula, content, workshops, and materials, including the Civics305 Guide and focus groups.
- Researching and making accessible civic knowledge about the conditions, systems, and issues affecting young people in Miami-Dade, centering the experiences of marginalized communities, as well as methods for effective civic engagement and organizing.

#### Organizational Support and Leadership 20%

- Providing strategic training and professional development for members, staff, and fellows in consultation with organizational leadership.
- Collaborating with other team members, department directors, and Engage leadership team to coordinate strategy and planning to support Engage Miami's overall organizational goals, including internal goals, successful voter engagement campaigns, issue organizing to advance the Young People's Policy Priorities (engage.miami/yppp), as well as civic learning and leadership development.

Strong applicants will come ready with:

- At least 3-5 years of experience in education, leadership development, organizing, and/or civic engagement.
- At least 2-3 years of leadership experience managing teams, as well as building partnerships and planning and executing programmatic design.
- Passion for developing civic leadership through experiential learning, with interest in and knowledge of different leadership and education frameworks and theories
- Ability to design curricula, materials, and workshops with consideration of audiences ranging from high school to mid-thirties, as well as developed facilitation and teaching skills. Can transform complicated subject materials into engaging and purposeful learning experiences with clear objectives.
- Commitment to anti-racist, feminist, and culturally competent approaches to learning, leading, and organizing.
- Ability to plan, manage and assess leadership and education programs and events and collaborate with team to align programs and events with organizational goals.
- Ability to manage employees, set clear goals and expectations, delegate effectively, provide support and be a partner in problem solving when challenges and opportunities arise.
- Strong organizational skills, including an ability to manage complex systems for tracking and program planning.
- Proactive problem-solving, the ability to think ahead, troubleshoot potential problems, seek solutions, and help the team meet their goals, with thoughtful communication about issues as they arise. Strong applicants will have significant prioritization skills and an adaptable work style.
- Excellent writing and research skills, with an ability to adjust tone and style as needed with attention to audience, accuracy, framing, and messaging.
- Significant knowledge of civic systems and history, especially in South Florida, including being consistently up to date on political and civic happenings locally.
- Commitment to the growth and development of self, team, and community. Strong applicants will be inquisitive, curious and open to feedback, direction, and collaboration.

Nice to have:

- Already connected to Miami-Dade nonprofit, political, and/or educational scene
- Appreciates the role of social media in civic education
- Excited about developing multilingual materials and workshops.
- Previous experience working with electoral, progressive, or youth-centered organizations
- Eager to support voter engagement, including registration and turn out programs
- Formal education background in political science, public policy, education, psychology, or other fields relevant to developing young people for social change
- Background in generating knowledge through surveys, polls, focus groups, and other research methods
- Understanding of as experience with grant writing and management

Individuals who are Black, indigenous, or people of color, individuals with disabilities, and LGBTQ+ individuals are strongly encouraged to apply. All ages are encouraged to apply. Engage Miami is an equal opportunity employer. Qualified applicants are considered for employment without regard to age, race, color, religion, sex, national origin, sexual orientation, gender identity, disability, veteran status, or any other class protected by law. Assistance and/or reasonable accommodations during the application process are available to individuals upon request.

*To apply, provide a resume and a cover letter explaining why you would be a strong Director of Learning and Leadership for Engage Miami and why you're excited and able to contribute to Engage's*



*mission through this role. We encourage applicants to submit 1-3 work samples that show the competencies needed for this position, including workshop agendas and materials, research and writing for civic education, civic analysis such as power mapping, or other samples. Please email all materials attached as a PDF to [hire@engage.miami](mailto:hire@engage.miami) with the subject line 'DLL Application'.*

Priority deadline for review and invitation to interview is December 18, 2020, but applications will be accepted until January 8, 2021 or until position is filled.