



## **COMMUNITY COACHING PROGRAMS ASSOCIATE**

### **SUMMARY**

The WV Community Development Hub is hiring a Community Coaching Programs Associate position to support programs that work directly with volunteer community teams and community coaches to advance community development and revitalization in rural communities.

This position will be tasked with supporting the coordination and execution of three programs that serve West Virginia communities and advance the unique approach to community coaching, training and development that is a hallmark of The Hub. Additionally, the candidate for this position will join The Hub's community coaching team, apprenticing with our trained coaches and completing The Hub's community coaching training program, directly coaching two community teams in southern West Virginia.

### **PROGRAMS OVERVIEW**

The three programs that the Programs Associate will initially support and coordinate are the Energizing Entrepreneurial Communities program, the HubCAP: Communities of Achievement program and the Community Coaches Training program. Each of these programs work with teams made up of staff, contractors, and project partners and support community teams based in individual towns across the state that are completing program activities.

The Energizing Entrepreneurial Communities program works with four rural communities to connect community leadership teams with entrepreneurship resources from across the state and to support teams in building a culture of entrepreneurship. This program ends in May 2020 and it will be the role of the Programs Associate to oversee the final seven-eight months of the program, including providing direct coaching support to two community teams in southern West Virginia.

The HubCAP: Communities of Achievement program is a three-year program starting in Fall 2019 that will provide community development training and leadership development support to six communities in the northern and southern Monongalia Forest region. The Programs Associate will help to plan, coordinate and launch this program, and may move into a coaching role with individual communities in the program depending on program needs.

The Community Coaching Training program is an annual training program offered by The Hub to support and promote community coaching in West Virginia. This training provides structured skills development, leadership development and peer support to current and emerging community coaches. In 2020, The Hub will be expanding the program to offer quarterly peer convenings and to establish a two-track system for trainees: one track for new trainees and one for returning trainees/currently active coaches.



## **WHO WE ARE LOOKING FOR**

The right candidate for this position loves working with people, is passionate about helping communities identify and execute strategies, tackle challenges and celebrate wins as they move down the path towards community revitalization, and excels in positions where juggling projects is normal, every day is different, and leadership and initiative are a required essential element of success.

The Hub has ten years of experience providing community development training and coaching programs to rural communities in West Virginia. Successful support of rural communities requires flexibility, attention to detail, the ability to turn concepts and ideas into structured strategies, a commitment to accountability, a personable and approachable attitude, a genuine interest in others and in their leadership growth, and a willingness to travel and work flexible hours as community meetings are often held in the evening.

## **JOB DUTIES**

### *PROGRAM SUPPORT AND COORDINATION*

- Coordinate and lead internal program teams within each program, including facilitating regular team meetings between program staff, contracted coaches and key partners.
- Coordinate and convene regional and state project partners, and regularly communicate with these partners over the course of the program.
- Develop program structure, strategies and materials to guide program execution in coordination with other Hub staff supporting the program.
- Coordinate contracted and staff community coaches serving programs and provide guidance, support and accountability for their coaching deliverables and outcomes.
- Build and maintain partnerships within the fields relevant to each program, and actively seek out new relationships for The Hub with new and emerging relevant partners in the fields of entrepreneurship, rural recreational development, and leadership development.
- Invest deeply in skills and knowledge development around the issues of rural entrepreneurship, rural development strategies, and community organizing, coaching and leadership development.
- Track and report on project outcomes on a monthly basis, and coordinate program teams to submit relevant tracking and reporting of their activities where required for program reporting.

### *COMMUNITY COACHING*

- Apprentice under the trained staff community coaches, shadowing their coaching work to build skills around community coaching approaches and strategies.



- Complete The Hub’s community coaches training program through individualized coaching provided by the executive staff.
- Provide coaching support directly to community teams in Boone and Lincoln counties as they complete the Energizing Entrepreneurial Communities program, including communicating with team members on a weekly basis and meeting in person with teams on a monthly basis in each community.
- Build skills and expertise so that you can eventually serve as the lead community coach for The Hub serving southern West Virginia communities and coordinating coaches in this region.

## **EDUCATION & EXPERIENCE**

- Bachelor’s degree required.
- At least two years’ experience coordinating team-based programs, or equal experience coordinating and leading volunteer teams required.
- Ability to manage multiple projects simultaneously expected.
- Must have experience in facilitating meetings and coordinating coalitions, teams or volunteer groups.
- Experience with interpersonal relationship and trust building within teams.
- Experience and/or interest in fields relating to rural community development, community revitalization, volunteerism and community engagement beneficial, but not required.
- Experience supervising staff, interns or volunteers beneficial.
- Must be energetic, positive, imaginative, well-organized, and capable of functioning effectively in an independent environment and on a small team.
- Strong written and verbal communication skills, and comfortable speaking in front of audiences and leading group events.
- Excellent computer skills using Microsoft Office, Google Products, applications and other relevant software.
- Interest in a position that encourages leadership, demands initiative, provides accountability, and expects flexibility and a willingness to work hard to achieve success and support communities required.

## **SALARY/BENEFITS**

- The salary for this position will be negotiated with the applicant and will be based on qualifications and experience. Expected starting salary will be between \$35,000 – 40,000.
- This position is full-time. The position can be based in either The Hub’s northern (Grafton) or southern (Charleston) office. The position is expected to work full-time out of one office.
- Travel should be expected for this position, with some overnight travel based on meeting scheduling. All travel expenses are reimbursable and travel may often be done in



coordination with other Hub staff. Willingness to travel and work flexible hours is required for this position.

- The Hub offers employee benefits including paid maternity leave, generous annual leave, and healthcare to support team members.

## **HOW TO APPLY**

Applications will be accepted starting immediately and must be submitted by September 20.

Complete applications must include the following documents:

- A cover letter stating your interest and qualifications for the position, and the office that you would prefer to be based;
- A resume;
- A writing sample that demonstrates your ability to develop program-related materials, *or* a writing sample (no more than 3 pages) that demonstrates your writing and critical thinking skills;
- 3 references.

All application materials should be submitted to [s.tyree@wvhub.org](mailto:s.tyree@wvhub.org) and should include “Programs Associate Position” in the subject field.

The Hub is invested in building a diverse and qualified team that accurately reflects and is inclusive of the diverse talent represented throughout West Virginia. We strongly encourage and will positively consider applications from people who have been historically underrepresented in leadership roles, such as people of color, women and LGBTQ candidates.