Position Announcement

Network Connector

The ABCD Institute is hiring a network connector for ongoing support for our growing international network. This position is one of two that we plan to hire in the next year. Positions are contractual and remote with an expected hourly rate of $50 USD for approximately 50 hours a month.

About the Institute: The Asset-Based Community Development Institute (ABCDI) is a 501c3 organization that aims to support a large and growing movement that considers local assets as the primary building blocks of sustainable community development. Building on the skills of residents, the power of local associations, and the supportive functions of local institutions, asset-based community development draws upon existing community strengths to build stronger, more sustainable communities for the future. ABCDI is a membership-based organization and supports the work and vision of its membership come to life.

Position Summary: Network Connectors act as the glue and connect all parts of the ABCDI membership. A team of connectors will provide the communication and administration required to support the work of the online network and adjacent projects and workgroups. This role will work closely with Stewards, Board, Organizational Partners, and the Operational Administrator. Specific duties of connectors and distinctions of assignments will be outlined in a co-created project plan upon hire to clearly align responsibilities in coordination with the Board and the Operational Administrator.

Duties:
- Coordinates and supports web-based communication and networking opportunities for members:
  - Develops and implements welcome processes and ongoing engagement plans for members.
  - Responds to questions in the forums as appropriate.
- Supports the internal operations of the ABCDI network within the website including database management.
- Identifies and/or coordinates opportunities to further strengthen the network through events and collaborations.

- Provides support to ABCDI workgroups and other projects, in collaboration with other network members, including:
    - Supporting virtual and in-person meetings, trainings, and webinars
    - Facilitation and communication amongst different groups to enhance alignment and cohesion of all projects within the ABCDI network.
- Serves as a communication conduit and creates connections between members across the ABCDI network.
- Recommends changes and additions to resources within network.
- Actively searches for and organizes new related materials and tools to share within the network.

Education Requirements and Competencies:

Required:

- 5 years of experience working with communities
- Thorough knowledge and understanding of asset-based community development application and methodology.
- Proven experience in relationship building.
- Strong organizational and project management skills
- Adaptability in a changing and asynchronous environment
- Demonstrated communication and interpersonal skills.
- Must be able to share job duties and clearly communicate with co-workers and colleagues.

Appreciated:

- Experience managing an online virtual community.
- Proven experience in grant writing.

Compensation: The expected rate of $50 USD per hour is for approximately 50 hours per month for the remainder of 2024. This is a part-time, contractual position and as such no benefits are provided. A contract with deliverables and a project plan will be executed between the ABCDI Board and the connector.

For initial consideration, send a resume and cover letter to: president@abcdinstitute.org.
Any questions should also be sent to Jess Wyatt and Allison Lourash at the same email address: president@abcdinstitute.org.