



CommonWise Economic Democracy Learning Center Program Director **Job Description**

Commonwise is building a sustainable, equitable, and democratic Bronx economy that creates shared wealth and ownership for low-income people of color. We are doing this by developing a network of diverse partners and community enterprises—known as the Bronx Community Enterprise Network—which currently includes four major projects:

- A Policy and Planning Lab, a center for economic democracy planning and policy development—by, with, and for the Bronx
- The BronXchange, an online marketplace that connects Bronx institutions and nonprofits with high-road, local businesses in order to localize purchasing and build community wealth
- The Bronx Innovation Factory is digital fabrication center and business incubator focused on expanding local production capacity in the Bronx to support advanced manufacturing businesses with shared ownership models
- An Economic Democracy Learning Center, which prepares current and future partners to participate and lead the network; cultivates a culture rooted in economic democracy principles; and advances the collective understanding and knowledge of economic democracy based on experiences in the Bronx and from around the world

Job Title: Program Director, Economic Democracy Learning Center (EDLC)

Responsibilities: In consultation with his/her direct supervisor, CommonWise's EDLC Program Director will be responsible for:

- Leading and managing BCDI's popular educational programs, including the Economic Democracy Training Series
- Developing curriculum for Economic Democracy and developing tools and related supports for how members and partners can apply it to campaign work and organizational development
- Recruiting, training, and supervising trainers for the Economic Democracy Training Series
- Leading stakeholder involvement in the development and application of BCDI's economic democracy curriculum
- Managing leadership development processes for key BCDI members
- Liaising with key BCDI leaders to facilitate information exchange and relationship building
- Recruiting and supervising interns to advance BCDI's education work

Skills & Qualifications:

- Strong background in curriculum development
- Experience developing leadership in others
- Strong program management experience
- Foundational understanding of Economic Democracy
- Volunteer management experience
- Strong problem-solving skills
- Ability to work independently and be self-motivated
- Strong facilitation and interpersonal skills

- Strong ability to develop leadership development systems
- Strong research skills
- Spanish fluency preferred

- Community organizing experience preferred

- Experience living and working in the Bronx and NYC preferred

Salary: Commensurate with Experience

Applying: Please email resume and cover letter to jobs@commonwise.nyc with “EDLC Program Manager” in the subject line. Applications will be reviewed on a rolling basis.

People of color, people with disabilities, women, and LGBTQ candidates are strongly encouraged to apply. We are committed to a diverse workplace, and to supporting our staff with ongoing career development opportunities.

CommonWise Education is an equal opportunity employer and prohibits discriminatory employment actions and treatment against employees and applicants for employment based on actual or perceived race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, matriculation, political affiliation, genetic information, disability, source of income, past incarceration, status as a victim of an intrafamily offense, or place of residence or business. Sexual harassment is a form of sex discrimination, which is prohibited by law, as is harassment based on any of the above-protected categories.