

Job Description**Title: Community of Practice Coordinator****Reports to: Executive Director****Created: September 2024****SUMMARY**

Launched in 2019, the Southern Economic Advancement Project ([SEAP](#)) partners with policy thinkers and doers to amplify their efforts and bridge gaps in policy infrastructure. SEAP's goal is to advance policies that improve economic security, healthcare access, and environmental justice for all Southerners—acting as a connector, convener, and policy entrepreneur across issues and states, translating good ideas to the Southern context. SEAP researches policies to achieve stronger outcomes at the state and local level in the South, amplifies the activities of local organizations through technical assistance and grants, and provides a bridge between the best learnings nationally and a regional strategy for implementation and engagement. Embedded in the work of SEAP is a rigorous consideration of race, class and gender, which intersect all social and economic policy in the South.

We are seeking to hire a Community of Practice Coordinator to support our SEAP team on a wide range of administrative and outreach functions. The Community of Practice Coordinator will coordinate communities of practice across SEAP service areas. Responsibilities include managing logistics and administrative tasks for convenings (both in-person and virtual), gathering and disseminating resources across communities of practice, coordinating communications across networks, and building relationships with partner organizations. The Community of Practice Coordinator will collaborate closely with other members of the SEAP team and will be a strategic thought partner to set goals and support projects, events and programs.

SEAP is a fully remote workplace and fiscally-sponsored project of Tides Center. SEAP is an equal opportunity employer and affirms in policy and practice to consider all applications in all job classifications, without regard to race, color, creed, national origin, sex, age, disability, sexual orientation, gender identity or expression, marital status, familial status, military status, height and weight, genetic predisposition or carrier status, arrest record, or other legally protected status. We strongly encourage people of color, people with disabilities, women, and LGBTQ candidates to apply.

The salary range for this position is \$70,000 to \$80,000. SEAP provides generous benefits, including 100% employer-funded health insurance, \$2,000 annual professional development funds, monthly reset days, and more.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Strategic Campaigns Coordination and Logistics Support

- Manage logistics for learning community and cohort groups' virtual and in person convenings, including:
 - Scheduling and setting up webinars and meetings.
 - Writing and distributing invitations, reminders, and follow-up emails.
 - Sending speaker confirmations & reminders; scheduling speaker prep calls as necessary.
 - Taking notes, collecting resources shared during discussions, and distributing to participants.
 - Maintaining accurate contact lists for communities of practice.
- Develop, coordinate, and carry out strategic and highly aligned issue campaigns, working with multiple teams, and leveraging SEAP's policy, program, and networks.
- Maintain and regularly update SEAP's databases to track communities of practice, issue campaigns, and network engagement.

Research Support

- Support SEAP team members on issue area research and resource collection.
- Create and distribute resource packets to network partners.

Partnerships

- Support field/network engagement on specific campaigns and initiatives.
- Schedule meetings with field/network groups, tracking responses, following up as necessary.
- Assist program staff on field visit logistics: venue arrangements (as necessary), travel support.
- Facilitate internal and external conversations, including those with national partner organizations, helping to prepare agendas and materials as needed.
- Help manage the organization of material received from field/network meetings/engagement.

EDUCATION AND EXPERIENCE

- Bachelor's Degree in Political Science, Economics, Public Administration, Social Work, Sociology, Psychology, or related fields
- Minimum of 3 years working in political and/or advocacy, administrative support

KNOWLEDGE, SKILLS, AND ABILITIES

- Superior organizational skills with excellent attention to detail and accuracy.
- Exceptional responsiveness to team members and partners.



SOUTHERN ECONOMIC ADVANCEMENT PROJECT

Together, Progress is Possible

- Familiarity with a range of virtual meeting technologies and platforms. Knowledge of effective project management practices.
- Knowledge of best practices for scheduling and coordinating meetings, and calendar management.
- High-level administrative support experience in a professional office setting. Experience coordinating logistics for virtual and in-person events.
- Exceptional verbal and written communication skills, including the ability to proofread, edit, and revise.
- Proficiency with Google Workspace, Microsoft Office Suite, and online conferencing programs, such as Zoom.
- Independent judgment, problem-solving skills, and ability to meet deadlines. Self-starting and positive approach to tasks.
- Willingness to travel.
- Strong time management skills with the ability to manage competing priorities and projects.
- A strong commitment to SEAP's values.

To apply, please send a PDF of your resume and cover letter with subject "SEAP Community of Practice Coordinator" by **SEPTEMBER 27th** to info@theseap.org.