

Education and Outreach Manager

Center for CLT Innovation

The Center for Community Land Trust (CLT) Innovation seeks to hire an Education and Outreach Manager as a full-time employee. This is a fully remote position, with the expectation of international travel at least once per year. Applicants living inside or outside of the US are encouraged to apply, but all applicants must be legally authorized to work in the United States. We are a global team mostly based between US Central Time (GMT-5) and Argentina (GMT-3) and ask that applicants be within a few hours of either time zone for work hours to comfortably overlap. To apply, please submit a detailed letter of interest, a current resume, and one professional writing sample to the Center's Coordinator, Greg Rosenberg, at greg@communitylandtrust.net. **Deadline for applications is December 2, 2023.**

Overview

The Center for CLT Innovation is a not-for-profit, nongovernmental organization established in 2018 to promote and support community land trusts and similar strategies of community-led development on community-owned land in countries throughout the world. The Center's core services include:

- a) Collecting and curating historical materials, documenting the origins and evolution of the global CLT movement;
- b) Conducting, cataloging, and disseminating academic and non-academic research;
- c) Producing case studies, directories, guides, and other educational materials; and
- d) Providing training, referral, and technical assistance for organizers and practitioners working with CLTs and similar strategies for the equitable and sustainable development of place-based communities. The Center also publishes books and monographs under its imprint, Terra Nostra Press.

Prior to 2023, the Center for CLT Innovation relied heavily on volunteers and a modest sprinkling of paid contractors to achieve its mission. Now with new grant funding secured, we are building our team to better fulfill our mission. As we shift toward becoming a staff-led organization, we will continue to be accountable to and guided by our Board of Directors. Working alongside the Coordinator and Communications Manager, this role will be the third full-time position at the Center for CLT Innovation, marking an exciting period of expansion. Your role will help to support the Center's mission to educate, inform, and connect.

As Education and Outreach Manager, you will play a pivotal role in shaping the future of community land trusts and sustainable development. You will play a lead role in organizing webinars, workshops, and online courses in collaboration with faculty from around the world. You will facilitate knowledge-sharing through organizing peer exchanges and linking emerging CLTs with mentor organizations. In addition to this, you will lead the CLT 2030 Just Transition Project's advisory committee, curate materials on sustainable development, and integrate just

transition themes into educational offerings and your work on World CLT Day. Beyond these roles, you'll contribute content to social media, website updates, grant writing, newsletters, and promotional materials.

Responsibilities

- **LEAD: Educational Programming and Peer Exchanges**
 - Educational Programming
 - Organizing and moderating educational webinars and skill-building workshops.
 - Coordinating curriculum development and the presentation of online courses by international experts in the field.
 - Recruitment of faculty and coordination of “training the trainers” services.
 - Peer Exchanges
 - Organizing peer exchanges and trainings for shared learning.
 - Matchmaking — pairing emerging CLTs with established organizations that can provide mentorship and support.
 - Staff support for the Center’s Research and Teaching Workgroup.
- **LEAD: Outreach and Coordination**
 - CLT 2030 Project
 - Organizing a technical advisory committee to provide skilled guidance for the Project.
 - Collect, catalog, and post materials on the Center’s website related to a just transition to a low carbon economy (including sustainable development practices and climate change adaptation).
 - Integrate themes related to just transition into educational offerings and peer exchanges — including identification of topics and recruitment of expert presenters.
 - World CLT Day
 - Coordination of planning committee.
 - Liaison to regional and national CLT networks.
 - Support for local events.
- **SUPPORTING: Content Contributor**
 - Social media
 - Website
 - Grant writing/reporting
 - Monthly newsletters
 - Promotional materials for educational offerings

Required Skills and Experience

- Experience and demonstrated expertise working directly with community land trusts or similar forms of community-led development on community-owned land.
- Experience and demonstrated expertise in planning and coordinating training sessions or educational opportunities for adult learners.

- Proficiency in the following software tools: Google Workspace, Zoom, MS Office, WhatsApp.
- Full professional fluency in English.
- Excellent writing and editing skills.
- Comfortable and culturally competent in a diverse workspace and diverse field.
- A BA/BS degree.
- Experience and/or exposure to international work, travel, or living

Desired Skills and Experience

Additional consideration will be provided to candidates who have:

- Coordinated and/or presented online educational programming.
- Familiarity with sustainable development practices and issues relating to climate change adaptation.
- Professional fluency in other languages -- French is of particular interest.
- Experience working with nonprofits with an international mission.
- Proficiency in any of the following software tools: WordPress, Canvas (or other online learning platforms).
- Graduate level degree in relevant field.

Compensation/Benefits/Supervision

The annual salary range for this full-time fully remote position is \$55,000 plus \$1,500 for each year of relevant work experience (up to a maximum of \$70,000), plus benefits. This position will report to the Center for CLT Innovation's Coordinator, Greg Rosenberg.

Diversity, Equity, Inclusion, and Justice

As we recruit and select people and organizations to hire as employees and contractors of the Center for CLT Innovation, they should reflect the full diversity of the international movement that we serve. In hiring staff and contractors, we will afford equal opportunity without regard to age, ancestry, arrest/conviction record, disability status, gender identity, marital status, military service, national origin, race, religion, sex, sexual orientation, or veteran status.