



## Part-time Gaithersburg Network Builder Job Overview

*IMPACT's mission is to advance racial equity, justice and liberation by working for change in individuals, communities, organizations, and systems.*

### General Summary of the Position

The primary work of the Gaithersburg Network Builder is to facilitate the creation of community-based resident networks of support, exchange, and action that lead to improved quality of life and more equitable outcomes. It is expected that these community-based networks will be located in and around the community served by the Gaithersburg CARES Hub at Seneca Creek Community Church (an initiative of Montgomery County Health and Human Services and nonprofit partners to serve residents in need of food and other resources), which will serve as an important base for connecting to residents.

### Duties and Responsibilities:

#### *Network Building (80%)*

- Support weekly food distributions at the Gaithersburg CARES Hub (GCH) by helping with set-up, packing, distribution, and intake, as needed.
- Connect residents-in-need to the GCH by letting them know about the schedule of weekly food distributions.
- Serve as IMPACT's "ears on the ground," especially at the GCH, by listening to and documenting resident demands, concerns, and interests.
- Plan and host, as needed, Network gatherings that speak to residents' demands, concerns, and interests.
- Connect residents in the Gaithersburg Network (residents from the GCH and Network gatherings) to the activities of the larger IMPACT Network.
- Build relationships with key individuals and organizations whose work and philosophy align with IMPACT's for the purpose of mutual support and partnership.

#### *Administrative & Operational (20%)*

- Participate in organizational initiatives, as needed, related to planning, development, and communications.
- Submit monthly Network reports, expense reimbursements, receipts, and other operational and financial paperwork in a timely manner.

## **Essential Skills**

- Strong interpersonal abilities, with a willingness to cross boundaries and work with diverse people
- Bilingual in English/Spanish
- Facilitation and presentation skills
- Exceptional attention to detail, organized, great time management
- Dynamic problem-solving skills
- Comfortable with technology
- IMPACT is exploring becoming a worker self-directed nonprofit. The ideal candidate will be comfortable with this model which allows for more autonomy and requires the ability to self-manage while also practicing accountability.

## **Personal Characteristics:**

- Personal humility and commitment to the growth of self and others
- Knows how to ask for and receive help and feedback
- Proactive, self-starter, loves to take initiative
- Understands the big picture and larger context of the work, systems thinker
- Ability to see all sides of an issue and listen to multiple perspectives with compassion
- Patient, stays cool under pressure
- Positive, enthusiastic, and resourceful
- Loves co-design and collaboration

## **Compensation and Benefits:**

This is a part-time position. Living in Gaithersburg is highly preferred though we will consider candidates living in proximate surrounding areas who are deeply familiar with the community. We believe that racial and economic inequity disproportionately hurts the most marginalized people in society, including people of color, immigrants, women, and LGBTQ+ people. Because we believe that these communities must be centered in the work we do, we strongly encourage applications from people with these identities or who are members of other marginalized communities.

The position pays \$22 - \$25/hour, depending on experience. IMPACT offers paid holidays, annual leave, sick leave and personal days plus a collegial, supportive working environment.