



**NEW SENECA  
VILLAGE**

New Seneca Village

Social Ecosystem Program Director

**Position Overview**

The Social Ecosystem Program Director is a leadership role responsible for co-creating and leading community engagement and activation for New Seneca Village across a number of our collaborative communities.

New Seneca Village collaborative communities include all Villagers, the Advisory Circle and the Village team. As the team leader for these collaborative communities, the Social Ecosystem Program Director is responsible for hosting and supporting the Village Advisory Circle’s collaborative work and leading external community engagement for our Village storytelling strategy, including developing and implementing traditional and social media strategies that amplify the vision of New Seneca Village and Villagers stories.

The Social Ecosystem Program Director is also responsible for activation and engagement within the private social network space designed for the New Seneca Village community for continued virtual and in-person connection, engagement, and relationship building with and for our Villagers (leaders and healers) in the US and Canada. This role will host and create restorative practice offerings, Village-led sessions, and community connection within this social ecosystem space.

**About New Seneca Village**

[New Seneca Village](#) (NSV) is a non-profit retreat space and social ecosystem offering restorative residency experiences for women and non-binary leaders of color working to advance justice with the goal to nourish and sustain their collective visioning for a just future.

New Seneca Village is a start-up nonprofit organization entering its third year of operations. We are seeking a motivated leader at the Director level who is able to understand, develop, and take ownership of this body of work within an adaptive and emergent environment.

**About Possibility Labs (PL)**

BIPOC-led movements and power-building initiatives, as well as funders and donors who want to fund BIPOC-led social movement groups, need effective and values-aligned infrastructure to gather and deploy money at the speed and scale necessary to build the power needed to create a world where BIPOC and historically low-income communities have self-determination, clean air, clean water, and clean energy.

[Possibility Labs](#)’ mission is to accelerate and empower community-driven solutions that are built, led, and governed by and for low-income and BIPOC communities, by providing the essential financial and legal infrastructure to manage and move integrated capital to BIPOC-led movement groups. We aim to advance racial, gender, and climate justice, and a new economy where everyone thrives.



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**Social Ecosystem Program Director Core Responsibilities**

*In a collaborative partnership with the New Seneca Village team*

The Program Director will hold the energy and intention of the Social Ecosystem space centering the community focus on restoration, connection, and visioning. The Program Director will design community offerings in collaboration with the Villager hosts and Village team which means providing communication, planning, and technical support. This person is also responsible for creating and maintaining community engagement by building relationships with Villagers and connecting them to one another and to Village opportunities. This includes light moderation of the virtual space to maintain the intention of the space and to facilitate Villager feedback that will be used to refine the space and inform Village storytelling opportunities.

The Program Director will lead internal and external community engagement in support of the Village storytelling strategy, including developing and implementing traditional and social media as it relates to the values of New Seneca Village. This person will connect with and identify Villagers for media and storytelling opportunities to support Village recruitment and fundraising. This person will lead all external social media platforms (Instagram, LinkedIn, etc.) including posting and managing online engagement. In collaboration with the team, this role will manage a broader storytelling strategy (ie. articles, podcasts, etc.) for New Seneca Village.

The Program Director will be the engine of support to and for the Village Advisory Circle (AC), supporting AC members and the team in the advancement of AC member offerings throughout the year. This person will be responsible for developing agendas for AC meetings and for coordinating information exchange between the Circle, the Village team, and the Village.

This is a leadership role. We are looking for a skilled Program Director to successfully execute several projects and initiatives for our organization. This person is self-motivated and highly organized, emotionally intelligent, care and service-oriented, and able to create solutions out of questions and generative conversation.

All work is done in collaboration with the Co-Executive Directors which means that the ideal person is a self-starter comfortable with developing and leading timelines and budgets for their own work, while creating in conversation with timelines of other bodies of work for the Village. This skill set includes the ability to be present to feedback, to bring creative questions and solutions to the Village team, and to iterate and implement within a collaborative and intentional team structure.



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Program Management (60%)

- Lead community engagement within the virtual Social Ecosystem space for Villagers by offering restorative programming (conversations, panel discussions, virtual and in-person gatherings, etc.) and moderating the space;
- Manage the virtual Social Ecosystem space, including site development, content creation and maintenance, and group and individual communication;
- Research and contract with external consultants for Social Ecosystem programming, including developing scopes, hosting planning meetings, managing payments, timelines, milestones, communication, and tech support;
- Foster strong engagement, relationship-building, communication, and facilitation skills to the development of an intentional community space designed to be connected and engaging;
- Manage the robust feedback process for the Village, including sharing feedback with the Village team and Advisory Circle members, and incorporating feedback into ongoing Social Ecosystem design.

Program Administration (20%)

- Develop and manage detailed program timeline, schedule, and work plan that keeps themselves and the Village team aware of, and advancing, milestones and objectives in partnership with Village communities;
- Lead communication with and for new and established Villager cohorts as it relates to the Social Ecosystem space and relationship building; amplify Villagers' voices in the Social Ecosystem and in Village storytelling, inc. reports, media, video clips, etc.;
- Manage the Social Ecosystem budget, in consultation with the Village team; including virtual site development and maintenance costs, stipend processing for contracts and community gatherings, and other stipends as necessary.

Communication and Collaboration (15%)

- Lead Village storytelling connected to the purpose and vision of New Seneca Village, including content creation, engagement of Villagers, and placement of external media in both social and traditional venues; in partnership;
- Co-design and lead the New Seneca Village social media strategy and plan by developing schedule, content, and posting across public-facing social media platforms and internal Social Ecosystem space in collaboration with the Village team.
- Coordinate the New Seneca Village Advisory Circle meetings and processes, keeping Advisory Circle member offerings connected to the timeline and storytelling plan;
- Collaborative development of the New Seneca Village project at large with the Village team;
- Attend and take leadership at Village team weekly meetings, Advisory Circle sessions, and potential participation in New Seneca Village in-person residencies.



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Other (5%)

- Other duties as assigned.

**Supervisory Responsibility**

Currently does not supervise other employees.

**Expected Hours of Work**

The Social Ecosystem Program Director is part of the New Seneca Village two-person team and will primarily report to Co-Executive Director, Taina Jones, with support from Co-Executive Director, Ain Bailey. We are an intentionally co-creative team, meaning that a successful candidate is able to collaborate on projects at the team level *and* incorporate feedback from our community into design and decisions.

The New Seneca Village two-person team is looking for a (28 hours/week) Social Ecosystem Program Director to further create, lead, and guide the Social Ecosystem work, as described.

We are a fiscally sponsored project organization that works remotely, other than when we are hosting residencies, which means our daily schedule is flexible and will be decided in consultation with the supervisor.

The Program Director is expected to be available for all agreed-upon meetings within a mainly Monday - Friday schedule, including but not limited to team meetings, dream sessions, budget sessions, Fiscal Sponsor check-ins, Advisory Circle sessions, Social Ecosystem Offering sessions, etc.

**Travel**

Occasional domestic travel may be required for in-person retreats and residencies.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

**Essential Knowledge, Skills, and Experience**

- 6+ years of relevant work experience, including significant project leadership;
- Able and excited to work within a deeply collaborative environment;
- Engaged and proactive with a proven ability to listen deeply, remember well, take initiative, and advance a project effectively and efficiently;
- Responsible, independent worker who takes ownership of their work and is able to hold themselves accountable, in part by developing and following agreed-upon timelines;
- Able to easily understand and incorporate feedback of their work in co-creation with others;
- Strong and clear verbal and written communicator;
- Intentional, clear on our mission, and excited to support the creation of an organizational container for restoration and transformation;



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- Proven experience in program and project management, community engagement, virtual and in-person events, and social media strategy planning is highly recommended;
- Connection to, and affinity for, the vision and mission and the people of NSV;

**Position Type and Compensation**

This is a temporary, part-time position from March 1, 2024 - October 31, 2024 with the possibility of becoming a full-time position based on alignment and funding.

- Non-exempt hourly-paid position. Gross hourly pay is \$31.02 at 28 hours per week.
- PL's part-time employees who work 20-29 hours/week are eligible for the following benefits:
  - 10 days of vacation leave per year;
  - 6 sick days per year;
  - 14 standard holidays and 1 personal day per year;
  - Access to the Employee Assistance Program (EAP); and
  - Access to a Commuter Benefits Program.

**How to Apply**

If interested, complete the New Seneca Village [Social Ecosystem Program Director survey](#).

Applications will be accepted on a rolling basis until this position has been filled.

Our goal is to have the position filled by Friday, March 1, 2024.

If you would like to request any accommodations for the Social Ecosystem Program Director application or within the potential interview process, please email [Team@newsenecavillage.org](mailto:Team@newsenecavillage.org).

Possibility Labs is an equal opportunity employer that does not discriminate on the basis of race, color, religion or belief, disability, gender, nationality, ethnicity, sex (including pregnancy, childbirth, or related medical conditions), gender identity or expression, sexual orientation or any other status protected by law. Possibility Labs welcomes applicants of all backgrounds and walks of life. We strongly encourage applications from members of marginalized communities, including but not limited to people of color, women, and those who identify as LGBTQ+.