



Social Ecosystem Project Manager New Seneca Village

Position Overview

The Social Ecosystem Project Manager is responsible for setting the table for cross-cultural and cross-issue connection and engagement within our emergent community, including facilitating opportunities for the exchange of ideas, questions, strategies, and potential collaboration among members.

This role, and the ecosystem, will design space and offerings for centering visioning, connection, and restorative practices through virtual and in-person Village programming, with an emphasis on amplifying and supporting the deep knowledge and wisdom present in the people of the Village. This includes leading the New Seneca Village social media strategy plan, content development, and posting.

The Social Ecosystem Project Manager will work as part of the New Seneca Village team and will primarily report to Co-Executive Director, Taina Jones, with support from Co-Executive Director, Ain Bailey.

The New Seneca Village two-person team is looking for a part-time (~19 hours/week) Social Ecosystem Project Manager to oversee and drive the social ecosystem work that is critical to the development of an intentional and engaging community space for our emerging network of Village leaders and healers focused on restoration, connection, visioning, and healing.

About New Seneca Village

New Seneca Village (NSV) is a fiscally sponsored project of Possibility Labs. [New Seneca Village](#) is a non-profit nature-based retreat space and ecosystem centered on offering restoration, connection, and visioning experiences, including weeklong residencies, designed with and for Black, Indigenous, cis women, non-binary, and trans feminine leaders of color working to advance racial, economic, and social justice across the globe.

NSV is a start-up organization entering its second pilot year. As a result, we require someone able to understand, develop and take ownership of their work within an adaptive emergent environment.

We are also 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. We are looking for a

person who is emotionally intelligent, service and solution-oriented, and eager to lean into collaborative team energy of radical care.

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.

Core Responsibilities: *In a collaborative partnership with the New Seneca Village team*—NSV defines our Social Ecosystem as a primarily online space for Villagers designed to create opportunities for continued virtual and in-person connection, engagement, and relationship building of our leaders and healers in the US and Canada (so far).

Project Management (60%)

- Co-create and implement the development of a virtual social network for leaders and healers, offering site-specific restorative programming (conversations, panel discussions, events, etc.);
- Manage the online social ecosystem network, including web development and maintenance, content creation, and communication;
- Research and contract with vendors and consultants for social ecosystem programming, including developing scope, managing payments, milestones, and communication;
- Bring strong communication and relationship building and facilitation skills to the development of an intentional community space designed to be connective and engaging;
- Support in-person Villager-hosted community events via virtual promotion and invitations, processing stipends on an as-needed basis;
- Manage post-residency feedback process, including incorporating feedback into ongoing social ecosystem design and reporting findings back to the NSV team.

Project Administration (20%)

- Develop and manage a detailed New Seneca Village project schedule and work plan that keeps self and team aware of, and advancing milestones and objectives;
- Manage communication with and for new and established Villager cohorts as it relates to the social ecosystem and relationship building; amplify Villagers' voices in the ecosystem, NSV reports, media, video clips, etc.;
- Manage the social ecosystem budget, in consultation with the team; including virtual site development and maintenance, stipend processing for contracts and community events, and other payments as necessary;

Communication and Collaboration (15%)

- Co-design and lead the New Seneca Village social media strategy and plan by developing schedule, content, and posting across public-facing and internal social media platforms in collaboration with the team.
- Collaborative development of the New Seneca Village project at large with the New Seneca Village team.
- Attendance at NSV team meetings, Advisory Circle meetings, and potential to participate in NSV Residencies.

Other (5%)

- Other duties as assigned.

Supervisory Responsibility

Currently does not supervise other employees.

Expected hours of work

While expected to be available for team meetings, our daily schedule is flexible and will be decided in consultation with the supervisor and based on the scope of work and organizational needs.

Travel

Occasional domestic travel may be required for 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;
- Connection to, and affinity for, the vision and mission and the people of NSV;

- Engaged and proactive with a proven ability to listen deeply, take initiative and advance a project effectively and efficiently;
- Responsible, independent workers able to hold themselves accountable, stick to agreed-upon deadlines, and able to easily take feedback and ownership 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;
- Proven experience in community engagement, social media strategy planning, and event planning is a highly recommended;
- While we welcome all applicants, BIPOC women of color candidates are strongly encouraged to apply.

Position Type and Compensation

- Non-exempt hourly-paid position. Gross hourly pay is \$29.80.
- This position is temporary part-time and 19 hours per week. The duration of employment is 3 months. Longer-term employment is contingent on the organizational budget.
- This position is not eligible for benefits offered by Possibility Labs.

How to Apply

If interested, complete the New Seneca Village Social Ecosystem Project Manager survey [here](#).

Applications will be accepted on a rolling basis until this position has been filled. If you would like to request any accommodations from the application through to the interview process, please email 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. People of color and LGBTQ candidates are strongly encouraged to apply.