



## **CommonWise Economic Democracy Learning Center Program Director** **Job Description**

**CommonWise Education, Inc. (CommonWise) convenes and operates the Bronx Cooperative Development Initiative (BCDI), whose mission is to end generational poverty in the Bronx through shared wealth and democratic ownership.**

Based on a framework of economic democracy, BCDI leverages existing Bronx assets to address economic, social, and environmental challenges within the borough, and supports collective ownership models in order to distribute wealth and decision-making equitably and broadly among Bronx residents. With its partners, BCDI pursues three major lines of work:

1. Establishing a Community Enterprise Network that unites community and labor organizations, anchor institutions, and small businesses in order to plan and implement an inclusive and sustainable economy in the Bronx.
2. Building the long-term infrastructure to support economic democracy, including a Local Business Procurement Platform to redirect anchors' spending locally and build shared ownership enterprises, and a Community Innovation Center to develop advanced manufacturing in the Bronx.
3. Coordinating immediate-impact projects in the health and energy sectors with our partners in order to reduce energy costs, remove environmental contaminants, and create job opportunities for Bronx residents.

**Job Title:** Program Director, Economic Democracy Learning Center (EDLC)

**Responsibilities:** In consultation with his/her direct supervisor, CommonWise's EDLC Program Director will be responsible for:

- Leading and managing BCDI's popular educational programs, including the Economic Democracy Training Series
- Developing curriculum for Economic Democracy and developing tools and related supports for how members and partners can apply it to campaign work and organizational development
- Recruiting, training, and supervising trainers for the Economic Democracy Training Series
- Leading stakeholder involvement in the development and application of BCDI's economic democracy curriculum
- Managing leadership development processes for key BCDI members
- Liaising with key BCDI leaders to facilitate information exchange and relationship building
- Recruiting and supervising interns to advance BCDI's education work

**Skills & Qualifications:**

- Strong background in curriculum development
- Experience developing leadership in others

- Strong program management experience
- Foundational understanding of Economic Democracy
- Volunteer management experience
- Strong problem-solving skills
- Ability to work independently and be self-motivated
- Strong facilitation and interpersonal skills
- Strong ability to develop leadership development systems
- Strong research skills
- Spanish fluency preferred
  
- Community organizing experience preferred
  
- Experience living and working in the Bronx and NYC preferred

**Salary:** Commensurate with Experience

Applying: Please send resume and cover letter to [jobs@commonwise.nyc](mailto:jobs@commonwise.nyc). Applications will be reviewed on a rolling basis.

People of color, people with disabilities, women, and LGBTQ candidates are strongly encouraged to apply. We are committed to a diverse workplace, and to supporting our staff with ongoing career development opportunities.

CommonWise Education is an equal opportunity employer and prohibits discriminatory employment actions and treatment against employees and applicants for employment based on actual or perceived race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, matriculation, political affiliation, genetic information, disability, source of income, past incarceration, status as a victim of an intrafamily offense, or place of residence or business. Sexual harassment is a form of sex discrimination, which is prohibited by law, as is harassment based on any of the above-protected categories.