Community Designer
Full-Time, Washington, DC (Preferred, but can be remote)
Typical Salary Range: $65,000 - $75,000K

About Education Design Lab
Education Design Lab ("The Lab") is a national nonprofit, an innovation engine that designs, tests, and implements unique education models and digital credentials that address the rapidly changing economy to ensure equitable outcomes for learners and earners. The Lab has partnered with some of the most aspirational institutions, and often their ecosystem partners, as they consider how to design their offerings to serve learners flexibly with more data-driven, human-centered models, processes and tools. Our biggest areas of work include improved career pathway visibility, micro-pathways, 21st century skills, microcredentials, alternative on-ramps to degree, upskilling workers, and training college leadership teams in change management and agile prototyping.

The Lab is unlike other organizations in the nonprofit education space. We are boundary- spanners and work across disciplines and alongside schools, employers, entrepreneurs, government, foundations, nonprofits, and innovators. We are known for our work on the ground and have significant experience managing national and local learning cohorts, working with organizations such as Ascendium, The Lumina Foundation, the Bill and Melinda Gates Foundation, the League for Innovation in the Community College, Walmart Foundation, American Council on Education, and the ECMC Foundation. To learn more about the work we do and what we care about, visit www.eddesignlab.org, and follow us on Twitter @eddesignlab.

About the Role
The Lab seeks a dynamic new team member who is passionate about cultivating and growing communities of practice. A community of practice is a group of people who share a concern or a passion for something they do and learn how to do it better as they interact regularly (Lave and Wenger). For the Lab, communities of practice play a key role in (a) sharing our learning with a broader audience, (b) creating a thriving, interactive community of individuals who care about re-designing inequitable systems and (c) helping us achieve impact on a greater scale. This Community Designer will play a key role in contributing to the Lab's growing portfolio of work, which includes multifaceted, local and national programs with institutions and organizations working to design equitable education toward the future of work.

How this Role Will Contribute to our Impact
Reporting to the Head of Design, and working closely with the Chief Program Officer and other team members, you will manage and support the development, facilitation, and continuous improvement of communities of practice across the Lab's work, with an eye toward equity-focused approaches and maximizing the Lab's impact. The community engagement strategies you create or leverage will deepen collective learning, practice and impact shifts nationally as well as within the Lab itself.

Your role will include:

- Co-designing and engaging communities of practice for the Lab's growing network of education and workforce practitioners, including creation of learning pathways and experiences, collaboration opportunities, resource curation and knowledge management, cultivating partnerships with community co-facilitators and leaders, and pursuing feedback loops for continued iteration
- Development and delivery of external communications with key stakeholders, including funders, strategic partners, the Lab's network, subject matter experts, and others as needed
- Fuel and support the growth of the Lab's internal community of practice:
    - Develop and document strategies and informed practices for building communities of practice across the Lab's work, and create and curate learning experiences to support internal Lab team members internalizing and applying these
    - Thought partner with Lab team members to support end-to-end community of practice design and strategy in their project and program contexts
    - Support capacity building and collaboration for Lab team members to develop and deliver effective, equity-centered design engagements and learning experiences that are responsive to the objectives and needs of partners and clients across education-to-workforce ecosystems and reflective of the Lab's DEI values
    - Support development and implementation of progress and impact measurements and achievement of strategic deliverables across projects through communities of practice (e.g. charting and documenting learnings, identifying and resolving issues)
- Work with other Lab team members and community leaders to collect critical feedback, insights, and testimonials from partners and clients across communities of practice facilitated by the Lab, supporting learning, iteration, and progress toward our goals

Data shows that women and BIPOC candidates more frequently do not apply to a job because they don't feel that they meet all of the qualifications listed. Our job descriptions are general overviews, not a mandatory comprehensive list. If you feel passionate about our efforts and believe that you have the skills to succeed in this role, we want to hear from you!

We encourage all interested persons (including Black people, Latinx people, indigenous people, people of color, first generation graduates, people with disabilities, members of the LGBTQIA community, veterans, and people with experience with community colleges and with learners who have long been under invested in) to consider submitting an application for this role if they meet the majority of the qualifications listed below.

This may be an excellent opportunity if you:
- Have experience designing and engaging communities of practice
- Are a cross between a doer and a thinker, able to move fluidly between big picture analysis and the details of getting things done
- Are driven to maximize productivity of teams and projects
- Love to learn and have a growth mindset about your work
- Lean into collaboration with teammates and community members to approach opportunities and challenges

- Enjoy working in a fast-paced environment inside a growing equity-focused organization
- Have experience in change management as it pertains to innovation
- Have experience with project management
- You are an innovator in spirit who thinks outside the box and is constantly thinking "what if?'' and "who can I connect to this project?"
- Care deeply about working toward greater equity and justice in education and work

What experience and skills will this role utilize?
- 3+ years of demonstrated professional experience in startups, nonprofits, and/or programs with a track record of learning, growth, and results
- Significant experience in/adjacent to postsecondary education, future of work, and innovation
- Significant experience with community of practice strategy and management, preferably in mission-driven contexts
- Strong interpersonal skills; e.g., developing and managing relationships with multiple stakeholders inside and outside the organization.
- Experience and passion for applying design, prototyping, and testing to support the development of communities of practice
- Ability to juggle complex, long-term strategic goals and immediate needs
- Strong analytical skills and ability to synthesize and convey information clearly
- Excellent communication skills; strong writing and verbal skills
- Strong organizational skills and attention to detail
- Experience with learning experience design
- Direct work experience and familiarity with organizations and networks working from an equity framework to support New Majority Learners

Location
Due to the COVID-19 pandemic, the Lab is currently operating in a hybrid-work environment where team members are working remotely from their home offices. Greater Washington, D.C. Metro Area based employees have the option to work from our offices located in Dupont Circle, downtown DC in accordance with the office policies which are updated regularly with COVID-19 restrictions to prioritize the health and safety of our team members. Similarly, Lab staff are traveling as needed in accordance with our travel policy to ensure safety and comfort.

Application Instructions
To apply, please submit a cover letter and resume using this application form. Applicants will be reviewed on a rolling basis until the position has been filled. If you have any questions, please feel free to contact us via email at careers@edddesignlab.org.

Equal Opportunity Employer
The Education Design Lab is an equal opportunity employer; applicants are considered for all roles without regard to race, color, religious creed, sex, national origin, citizenship status, age, physical or mental disability, sexual orientation, marital, parental, veteran or

military status, unfavorable military discharge, or any other status protected by applicable federal, state, or local law.