



Housing Solutions Network Network Weaver Job Description *Updated - 9/1/2021*

HSN Network Weaver

10-15 hours/week through 2021, increasing to 20 hours/week in 2022.

\$25-30/hour, DOE. This is a contract position; the Network Weaver is not an employee. The Network Weaver will report to Justine Gonzalez-Berg, HSN Network Director. This position is open until filled and will begin immediately.

Job Overview

Housing Solutions Network is seeking our new Network Weaver, someone with a passion for community organizing and a stake in affordable workforce housing in Jefferson County. Network Weaving is a growing practice nationwide that has become formalized as a method for creating intentional networks between individuals, organizations, and other entities who share common goals and are working toward a mission. Network weaving is fundamentally about facilitating relationship building, nurturing connections, and empowering leadership in others. As such, the Network Weaver must have strong interpersonal skills including the ability to listen deeply, synthesize information, and communicate superbly both verbally and in writing. The Network Weaver should also be experienced and comfortable calling meetings, setting agendas, facilitating when appropriate and delegating tasks, as well as organizing online and in person events. Critically, the Network Weaver must be able to work with individuals who have diverse backgrounds, income levels, identities, and perspectives.

Housing Solutions Network seeks to increase affordable workforce housing opportunity in Jefferson County. We do this through providing education about the housing crisis and various solutions and through cultivating a network of volunteer housing champions who lead projects and efforts to increase workforce housing. As a housing-focused network, the Network Weaver must be interested in learning about our community's workforce housing crisis and the many paths toward different types of solutions. Given this decentralized structure, the Network Weaver must be able to manage and delegate tasks for various projects that are in progress simultaneously.

The Network Weaver will work independently from home and primarily online (until in-person meetings and events are possible), so this person must be self-motivated, able to prioritize and manage time well, and have access to a personal computer and reliable internet as well as a phone with reliable service.

Responsibilities

- Develop strategies for aligning and connecting various parts of the Network, routinely weaving parts and people across projects and groups
- Design and implement a spectrum of opportunities for network participants and general community members to get involved in network activities
- Catalyze and support self-organizing among Housing Action Team (HAT) members
- Promote awareness in the wider community about challenges and approaches to addressing the shortage of affordable workforce housing

Specific Duties

- Meet with interested community members to learn their interests and strengths, and connect them to the network
- Meet with existing HSN members to develop their leadership, give and receive feedback and create open doors of learning and communication
- Participate in regular (mostly virtual) meetings with Network Director, Support Council, Housing Action Teams, and others to strategize, align work, and collaboratively set priorities
- Facilitate communication between Housing Action Teams through various means
- Design and implement tangible ways for new individuals to meet, share ideas, form relationships, and create new action teams
- Assess options for coordinating smoother online communication across the existing network and beyond
- Assist with HSN's communications strategy, including contributing stories, updates, and other relevant content for newsletter, ongoing social media posts, and HSN website
- Support in designing, promoting, and implementing HSN events

Qualifications

- Excellent communication skills, written and verbal
- Proficiency working with online platforms including Wordpress, Google Drive, and Mail Chimp, and ability to learn web-based tools quickly
- Consistency, timeliness, and team-spirit
- Ability to work independently and take initiative while also checking in with a team and following others' guidance when necessary
- Ability to listen and communicate with a wide range of people
- Must have access to a reliable computer and phone

To apply, send a cover letter and resume to justine@jcfgives.org