



COHORT LEARNING & FACILITATION LEAD

Part-Time | 20–25 Hours per Week | W-2 Employee

About VESTEDin™

VESTEDin™ Consulting Group, LLC (VESTEDin™) is a human-centered organizational development firm that strengthens nonprofit organizations as systems, not just individual leaders. Our work focuses on long-term organizational capacity through structured cohorts, learning journeys, and capacity coaching grounded in our [STEMS Framework and SEEDS Developmental Model](#).

Position Overview

The Cohort Learning & Facilitation Lead is responsible for designing, coordinating, and facilitating learning experiences across VESTEDin™ programs. This role focuses on curriculum architecture, facilitating select sessions, and synthesizing learning insights, and operates within VESTEDin™'s established program strategy, in collaboration with Capacity Coaches and the CMG Lead.

How the Role Is Designed (Learning Lead)

- Predictable weekly workload with cyclical increases aligned to learning session preparation, delivery windows, and cohort transitions, onboarding, and offboarding
- Balance of asynchronous design work and selective synchronous coordination, allowing for focused thinking, iteration, and refinement
- Emphasis on curriculum stewardship, coherence, and quality, rather than high-volume facilitation or logistics
- Designed for depth over breadth, with clear boundaries around scope to ensure sustainability within part-time hours

Essential Duties and Responsibilities

Learning Design

- Design and sequence learning experiences aligned with program goals
- Develop session objectives and learning materials
- Adapt curriculum pacing based on participant feedback

Facilitation

- Facilitate select virtual and in-person learning sessions
- Lead implementation clinics, peer learning moments, or leadership circles
- Apply human-centered and culturally responsive facilitation practices

Session Coordination

- Coordinate facilitators and speakers
- Prepare run-of-show documents and facilitation guides
- Ensure contingency plans exist for scheduled sessions

Learning Synthesis

- Identify learning themes and emerging needs
- Recommend curriculum adjustments
- Collaborate with the CMG Lead to align learning modalities

Role-Specific Operations

- Manage session scheduling, materials, and follow-up
- Maintain accurate documentation



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- Complete responsibilities independently and within timelines

Who Thrives in This Role

This role is well-suited for professionals who:

- Are intentionally working part-time by choice
- Have experience in instructional design, adult learning, facilitation, or capacity building
- Value quality, clarity, and coherence in learning experiences
- Prefer depth of work over high-volume delivery
- Are comfortable working independently with clear expectations and boundaries

Qualifications

- 10+ years of experience in learning design, facilitation, organizational development, nonprofit management, or related fields
- Demonstrated experience designing adult learning experiences or curricula
- Strong systems thinking and synthesis skills
- Excellent written and verbal communication
- Proficiency with standard collaboration tools (Google Workspace, shared documents, Zoom) and actively using AI

Time Commitment & Compensation

- Part-time: 20–25 hours per week
- \$38–\$45 Per Hour, W-2 position
- Compensation commensurate with experience
- Eligible for health insurance contribution for employees working 20+ hours per week
- Eligible for cohort completion bonus tied to successful delivery and close-out (discretionary and not guaranteed)

Work Environment (Houston-Based Candidates)

This role is open to candidates based in the **Houston region**, with some in-person participation at learning sessions, cohort activities, or partner engagements. The majority of the work is remote, and the role is intentionally designed to support a predictable part-time schedule.

Candidates based in Houston should be comfortable with limited local travel and in-person presence as part of relationship stewardship, while maintaining clear boundaries around hours and scope.

Work Environment (Remote / National Candidates)

This role is also open to **remote candidates based outside the Houston region**. Remote staff are expected to fully engage in virtual facilitation, preparation, follow-up, and collaboration using digital tools.

For remote candidates, travel to Houston is required for key program moments (such as cohort onboarding and offboarding, learning sessions, or close-out). Any required travel will be communicated well in advance and supported by VESTEDin™ in accordance with company travel and reimbursement policies.



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Additional Information

This job description describes only the essential functions. VESTEDin™ reserves the right to modify duties and responsibilities as business needs evolve.

Please complete the [Cohort Learning & Facilitation Lead Application](#). We currently do not need a resume or cover letter. Thank you for your interest.

VESTEDin™ is committed to building a diverse, inclusive, and human-centered team. We encourage candidates who align with our mission and values to apply.