



CHANGEMAKER GROVE (CMG) COHORT COMMUNITY 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 CMG Cohort Community Lead is responsible for managing and sustaining Changemaker Grove™ (CMG), VESTEDin™'s digital community and learning platform. This role ensures consistent engagement, effective digital learning activation, and accurate reporting of engagement across VESTEDin™ programs. It operates within VESTEDin™'s established program strategy and in coordination with Capacity Coaches and Learning Lead.

How the Role Is Designed

- Predictable weekly workload with cyclical increases during cohort onboarding and offboarding, in-person sessions, and transitions
- Mix of synchronous facilitation and asynchronous planning, follow-up, and synthesis
- Emphasis on relationship stewardship, pattern recognition, and quality engagement

Essential Duties and Responsibilities

Digital Community Engagement

- Monitor and engage in CMG regularly during the standard workweek to ensure consistent community presence and responsiveness.
- Post engagement prompts aligned with program themes and nonprofit needs
- Encourage inclusive participation and maintain community standards
- Identify and escalate engagement risks or concerns

Resource Management

- Upload, organize, and maintain digital resources, recordings, and tools
- Maintain straightforward navigation and resource organization within CMG
- Publish scheduled announcements and highlights

Ask-the-Expert & Program Coordination

- Coordinate Ask-the-Expert sessions and similar engagement events
- Support speaker logistics, scheduling, and communications
- Assist with live session execution and post-session documentation

Programming Logistics

- Coordinate logistics for virtual engagement activities
- Track attendance and engagement metrics
- Support basic troubleshooting during sessions



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Onboarding & Member Support

- Conduct CMG onboarding sessions
- Respond to access and usability inquiries

Reporting

- Prepare monthly engagement summaries and analytics
- Contribute to quarterly engagement dashboards and insights

Role-Specific Operations

- Maintain organized files, documentation, and communications related to CMG
- Complete assigned duties independently and within established timelines

Who Thrives in This Role

This role is well-suited for professionals who:

- Are intentionally working part-time by choice
- Have experience in nonprofit leadership, program management, or cohort facilitation
- Value relationship-centered work and systems thinking
- Prefer depth, continuity, and stewardship over volume or constant availability
- Have established boundaries and the ability to manage a defined workload sustainably

Qualifications

- Bachelor's degree or equivalent professional experience
- 8+ years of experience in nonprofit leadership, program management, capacity building, or related fields
- Demonstrated experience facilitating groups, cohorts, or peer learning communities
- Strong communication, follow-through, and relational skills
- Comfort working independently within a clearly defined scope
- Proficiency with collaboration tools (Google Workspace, Zoom, shared documents) and actively using AI

Time Commitment & Compensation

- Part-time: 20–25 hours per week
- \$32–\$40 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

This role is primarily remote, with in-person and virtual sessions as required by program design. Schedule flexibility is supported within the expectations of cohort-based work.



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Additional Information

This job description outlines the general nature and level of work expected. Duties and responsibilities may be modified at VESTEDin™'s discretion to meet evolving business or program needs.

Please complete the [CMG Cohort Community 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.*