



Job Title:	LaunchNW Rural Community Fellow	Reports to:	LaunchNW Rural Director and Director of Research and Community Impact
Communities:			
Department/Division:	LaunchNW	Direct Reports:	None
Status:	Part Time - Nonexempt	Date:	May through September 2023

Mission:

To ignite generosity that transforms lives and communities.

Vision

Vibrant and sustainable communities where every person has the opportunity to thrive.

Office Culture Statement:

At Innovia Foundation, we invest in our staff and create an empowering and innovative work environment.

We are passionate about serving our communities.

We trust and treat each other with honesty and respect.

We support, inspire and encourage each other.

We are accountable to ourselves and each other.

We respect our colleagues by being present and having direct and open communication.

We are intentional in our interactions.

We have a deep commitment to equity internally and throughout our region.

We celebrate our successes.

History:

Our Roots: In 1974, as Spokane was preparing to host the World's Fair, a group of concerned citizens saw a need for a foundation that could continue revitalizing the communities of the Inland Northwest. That year, the Junior League of Spokane founded the Greater Spokane Community Foundation, a new entity that replaced the original Spokane Foundation, which had been established in 1915 with a single trust.

Our Reach: In the 1970s and 1980s, the Foundation's understanding of "community" grew and we began to reach beyond the Spokane area. Recognizing that people with common interests and concerns know best how to meet local needs, the Foundation's territory expanded to include 10 counties in Eastern Washington and 10 counties in North Idaho. The name was changed to Foundation Northwest to reflect the expanded region. In 2006, the Foundation conducted 500 interviews with community members and developed a comprehensive strategic plan. This launched another period of major growth. Our name was rebranded to Inland Northwest Community Foundation.

Our Rebrand: In 2018, the Foundation underwent a rebranding effort. The rebrand to Innovia Foundation was a strategic decision to bring greater awareness and engagement around important issues in the region—and the important work the Foundation is already doing. The new name and brand were the result of a thorough and thoughtful process involving not only the Foundation’s staff and board, but also community partners and other key stakeholders.

LaunchNW

LaunchNW, born out of the strategic framework of Innovia Foundation, is a community and economic vitality initiative which spans 20 counties in Eastern Washington and North Idaho, impacting 102 school districts, nearly 150,000 students and over one million residents. A supported promise scholarship serves as an incentive and change agent to transform the trajectory of our communities. LaunchNW coordinates holistic, wraparound services and supports to break down the barriers to high school completion and post-high school career pursuit.

Vision and Expectation

Imagine our community coming together to ensure every child has the opportunity and support to access their post-high school education or career of choice and meet their full potential. This is the bold promise of LaunchNW.

How It Works

With a promise scholarship as an incentive, LaunchNW works with community partners to collaboratively engage and provide wraparound supports for students and families. We unite businesses, educational entities, nonprofits, government and communities behind this vision and expectation. A disruption to business as usual, LaunchNW is a transformational investment in the future of our region.

Core Essentials

To guide organizational structure and operation, LaunchNW is committed to five core essentials:

1. Collaborative governance
2. Strategic data approach
3. Comprehensive supports
4. Sustainable funding
5. Sustainable scholarship incentive

Lasting Impacts

LaunchNW targets three primary areas of community impact:

1. Create opportunities for children and families.
2. Build prosperous communities.
3. Spark economic growth

Position Summary:

The four LaunchNW Rural Community Fellows are temporary positions, located in Lind/Ritzville, St. John/Endicott, Pomeroy, and Dayton. The Fellows will work with LaunchNW and Innovia Foundation staff to implement resource and service mapping activities and perform a SWOT (Strengths/Weaknesses/Opportunities/Threats) strategic planning analysis, identifying local community needs, resources and services for youth and families in a key LaunchNW rural community. This project will include working with local government officials, education institutions, civic groups, nonprofits, businesses, various stakeholder agencies and individuals to form relationships and gain a deep understanding of community and culture.

The ideal candidate will be high performing, creative and independent, with a demonstrated commitment to equity and improving outcomes for youth.

Candidates must reside in one of the qualifying areas (which include Lind & Ritzville, St. John & Endicott, Dayton, and Pomeroy, Washington) for the summer break to live and work. This is a 12-week, **temporary position** from May to September 2023, with some flexibility in start/end dates, due to the Fellow's education schedule.

Position Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Duties and Responsibilities:

- Engage in SWOT strategic planning analysis and asset mapping activities, with training and support from LaunchNW and Innovia Foundation personnel.
- Continuously engage in community engagement activities.
- Actively work with community leaders, stakeholder agencies and more to gather data and information about the community.
- Track interactions and meetings, including narratives.
- Act as liaison between community members/organizations and the LaunchNW team.
- Assist LaunchNW team members in planning and organizing events, site selection, logistics, purchasing supplies, promoting/marketing events, scheduling, operating as an additional point of contact with outside stakeholders.
- Willingness to work occasional nights and weekends.
- Perform other duties, as assigned.

Education/Experience:

- High school diploma/GED is required.
- Current enrollment in a post-high school education or training program. These programs may include, but are not limited to, 2-year and 4-year college/university, graduate school, apprenticeship programs, technical schools, certification programs, and more.

Desired Qualifications (not required):

- Willingness to learn or experience with:
 - Asset Mapping
 - SWOT Analysis
 - Community Engagement
 - Preparing reports, presentations, and other print and electronic products using narratives, tables, graphs and maps that make complex topics, data and analysis understandable to a variety of audiences.

Skills and Abilities:

- Strong computer/technology skills.
- Preferred software experience with Microsoft Office Suite (Word, Outlook, PowerPoint, Excel) and Zoom.
- Strong interpersonal and relationship building skills, with customer service orientation to serve staff, board members, donors, vendors, grantees, and other constituent groups.

- Strong organizational skills that reflect ability to streamline, perform and prioritize multiple tasks with a critical eye for detail.
- Excellent written and verbal communication skills.
- Capable of high-quality performance and meeting deadlines in a quick-moving work environment.
- Ability to work collaboratively with a wide range of community agencies and individual community leaders, while professionally representing LaunchNW and Innovia Foundation.
- A creative and innovative lifelong learner with the ability to communicate effectively with a diverse population.
- Ability to work independently, as well as collaboratively in a team setting.
- Ability to understand different perspectives, while utilizing knowledge of the technical operations of the job.

Physical Abilities:

- Primary functions require sufficient physical ability and mobility to:
 - Sit for prolonged periods of time.
 - Walk.
 - Operate office equipment requiring repetitive hand movement and fine coordination, including use of a computer keyboard.
 - Utilize verbal and written communication to exchange information.
 - Clearly see 20+ feet, with or without corrective lenses.
 - Occasionally stand, stoop, bend, kneel, crouch, reach and twist.
 - Climb stairs.
 - Lift, carry, push and/or pull up to 20 pounds.

Mental & Other Skills/Abilities:

- **Adaptability:** ability to adapt to changes, delays, or unexpected events in the work environment; ability to manage competing demands and prioritize tasks; ability to change approach or method to best fit the situation.
- **Interpersonal Skills:** ability to maintain satisfactory relationships with others, excellent customer service skills and a good overall understanding of appropriate human relations.
- **Teamwork:** balances team and individual responsibilities; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interest; supports everyone's efforts to succeed.
- **Judgment:** ability to make prudent and timely decisions; ability to exhibit sound and accurate judgment; ability to explain reasoning for decisions.
- **Language Ability:** ability to read and write reports, business correspondence and procedure manuals; ability to effectively present information and respond to questions from management staff, clients, customers and the general public.
- **Mathematical Ability:** ability to work with mathematical concepts, such as probability and statistical inference; ability to apply accounting principles.
- **Problem Solving Ability:** ability to identify and/or prevent problems before they occur; ability to formulate alternative solutions to problems, when necessary; ability to transfer learning from past experiences to new experiences of similar nature.
- **Analytical:** synthesizes complex or diverse information; collects and researches data; uses intuition and experience to complement data; designs workflows and procedures.
- **Quality Management:** ability to complete duties, on time and with precision; ability to edit the accuracy and thoroughness of one's work, as well as the work of others; ability to constructively apply feedback to improve performance; ability to generate ideas to improve and promote quality in work.

- ***Reasoning Ability:*** ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form; ability to work through problems involving multiple variables.
- ***Dependability:*** takes responsibility for own actions; keeps commitments; commits to long hours of work, when necessary, to reach goals; completes tasks on time or notifies appropriate person with an alternate plan.

Work Environment:

The employee is exposed to typical office environment conditions and noise levels.

Hours and Compensation:

The Fellowship will begin no later than June 1 with flexible hours at 20-30 hours per week from May through September. The hours and weeks during that time frame will be determined based on the Fellow's class schedule.

Compensation is \$16 per hour with a transportation stipend provided.

To Apply:

Applications are due Friday, April 14th, and application review begins Monday, April 17th. Please provide a resume, cover letter and three references to the email below. Position remains open until filled.

We encourage applicants to apply even if they do not have experience with all listed duties and responsibilities, as training for certain elements of this position will be offered.

Ernest Henderson, LaunchNW Rural Director
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