



## The Hub585 Job Description

<b>JOB TITLE:</b>	Reimagine Fellow
<b>REPORTS TO:</b>	Executive Director
<b>FLSA STATUS:</b>	Exempt, Temporary
<b>TYPICAL SCHEDULE:</b>	Full time
<b>SALARY RANGE</b>	\$70,000-\$80,000 plus benefits

### JOB SUMMARY

Hub585 is seeking a Reimagine Fellow who will lead The Hub585's Reimagine Initiative, overseeing the development and execution of a community-driven response to child poverty and neglect. This position involves close collaboration with The Hub585's Executive Director, key stakeholders, and the broader community. This individual must demonstrate a passion for change and the ability to inspire others to take action towards meaningful, and sustainable community transformation.

<b>Collaboration, Leadership &amp; Partnership Management</b> <ul style="list-style-type: none"> <li>• Work closely with The Hub585's Executive Director and the Reimagine Steering Committee to catalyze and coordinate efforts addressing child poverty and neglect.</li> <li>• Foster partnerships, engage with local leaders, and mobilize resources to empower community members.</li> <li>• Ensure a comprehensive, locally informed, and responsive approach to challenges associated with child poverty and neglect.</li> <li>• Cultivate and maintain partnerships with key organizations and stakeholders.</li> </ul>	
<b>Community Engagement &amp; Advocacy</b> <ul style="list-style-type: none"> <li>• Organize and lead regular community design sessions, actively involving individuals with lived experiences.</li> <li>• Recruit and support participants, including parents, educators, social workers, and stakeholders.</li> <li>• Foster a participatory and inclusive environment to co-create initiatives that resonate authentically with community needs.</li> <li>• Focus on educating and empowering the community about the role of hope and restorative practices in addressing neglect.</li> <li>• Engage local policymakers to advocate for reconsidering mandatory reporting, favoring community-based solutions over punitive measures.</li> <li>• Implement a storytelling initiative to raise awareness and reimagine a community without harmful CPS involvement.</li> <li>• Collaborate with partners to showcase narratives using Promising Practices, highlighting successful community-driven responses.</li> </ul>	
<b>Research</b> <ul style="list-style-type: none"> <li>• Research national best practices for community responses to child poverty and neglect.</li> </ul>	

<ul style="list-style-type: none"> <li>● Synthesize findings to present clear policy recommendations to policymakers and create community-friendly materials.</li> <li>● Issue the Reimagine Report to The Hub585, stakeholders and community members at the end of the Fellowship.</li> </ul>	
<b>General Project Management</b> <ul style="list-style-type: none"> <li>● Manage the project timeline, including convening the Reimagine Steering Committee and overseeing fellowship-related activities.</li> <li>● Ensure timely execution of community design sessions, storytelling initiatives, and evaluations.</li> <li>● Oversee the 2-year fellowship timeline and manage the allocated budget for salary, benefits, research, and indirect costs.</li> </ul>	

**Nothing in this position description restricts management's right to assign or reassign duties and responsibilities to this job at any time.**

**Required Certifications/Experience:**

- A postgraduate degree in community development, social work, community health, law, or a related field, or an equivalent level of experience.
- Strong leadership and collaboration skills.
- Familiarity with child welfare systems, child and families related policies, and community-driven initiatives.
- Demonstrated commitment to equity, inclusion, and empowering marginalized communities.

**Required Knowledge, Skills, and Abilities:**

- Microsoft Office Suite competency.
- High level of integrity, sound judgment, and decision-making ability.
- High attention to detail, analytical and organizational skills.
- Efficient and friendly when working with both customers and staff.
- Excellent written, verbal, and listening communication skills.
- Values working in a diverse, team-oriented environment, compassionately serving, and advocating for people with different needs and from different backgrounds, lifestyles, and cultures.
- Ability to approach situations and make decisions strategically and creatively, considering implications to all stakeholders.
- Leads by example with self-direction, a growth mindset, calm and professional communication at all times, and a genuine desire to help all program participants succeed.
- Ability to accept feedback, actively listen, provide feedback and coaching to staff, including the willingness and ability to engage in difficult conversations when necessary.
- Ability to maintain professional boundaries, handle sensitive and confidential information, and navigate challenging situations in a calm and professional manner.

**Physical Demands & Work Environment:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Office and public-facing environment
- Regular speaking, hearing, communication with others
- Ability to sit for extended periods (example: up to 70% of time sitting at a computer)
- Ability to stand for extended periods (example: up to 3-4 hours for an event)
- Periodic driving required (example: up to 1.5-hour distance)
- Occasional lifting, up to 25 pounds

**Hub 585 Competencies**

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|------------------------------------|-----------------------|
| ● Exceptional Leadership Qualities | ● Interpersonal Savvy |
| ● Action Oriented                  | ● Peer Relationships  |
| ● Ethics and Values                | ● Self-Knowledge      |
| ● Integrity and Trust              | ● Strong Values       |

**Interested candidates email Dr. Ashley Cross at [across@thehub585.org](mailto:across@thehub585.org)**