

JOIN THE CIRCLE.



Job Title National Coach

Organization Circles USA National Office

Location Remote position

Job Type Part-time, up to 20 hours per week

About Circles USA

Circles USA is a national nonprofit dedicated to ending poverty, transforming individual lives, and fostering thriving communities. Our mission is: building community to end poverty through intentional friendships, personal transformation, and systemic change led by the people closest to the challenge. Our vision is that all individuals live in equitable, thriving communities where poverty no longer exists.

Circles USA supports almost 70 chapters across the United States in 25 states, which has created a robust community of practice for those who use the Circles model and materials.

Position Overview

As National Coach at Circles USA, you will play a pivotal role in supporting our chapters across the nation as they implement our anti-poverty initiative, along with leading and supporting our regional coaches who support the chapters as well. You will demonstrate your expertise in virtual communication, particularly through Zoom, to facilitate effective coaching sessions and meetings. This position requires the ability to self-manage your schedule, chapter appointments, and technology needs.

Qualifications

- Proficiency with the Circles USA model
- Demonstrated expertise in using Zoom for virtual meetings and webinars.
- Excellent communication and facilitation skills.
- Strong organizational and time management abilities.
- Commitment to professional development and employee growth.
- Ability to work effectively in a remote work environment.
- Experience in poverty alleviation or community development is a plus.
- Bilingual English/Spanish is a plus.

Key Responsibilities

REGIONAL COACH MANAGEMENT AND SUPPORT

Oversee the regional coaches, including:

- ✓ Conducting quarterly 1:1 meetings with each coach
- ✓ Attending 1 community of practice call per region
- ✓ Participating in a quarterly wellness call with each regional coach

Manage and support regional coaches by facilitating monthly team meetings:

- ✓ Offer employee development
- ✓ Address emerging trends and challenges
- ✓ Foster connection and continuous improvement

ONBOARDING AND PLANNING FOR CHAPTERS: Organize onboarding and planning calls for new Circles chapters to ensure successful setup and launch using the Circles USA model, materials, and tools.

ANNUAL FIDELITY CALLS FOR CHAPTERS: Conduct annual fidelity calls with each chapter to evaluate program performance and well-being.

CONTENT GENERATION: Facilitate and generate content for skill enhancement for skill enhancement during monthly regional coaches' calls, monthly national support calls, and for the internal newsletter as needed. May inform the upcoming curriculum upgrade as well.

WEBINAR CURATION: Curate the calendar of monthly webinars to provide valuable insights and resources to our chapters based on feedback from regional coaches and information learned from fidelity calls.

QUARTERLY INTENSIVE TRAINING: Conduct quarterly live intensive training sessions online to prepare new chapter staff and key volunteers.

WEEKLY REPORTING: Meet regularly with the national staff to ensure alignment with organizational goals and share trends from the field for CUSA's improvement.

How to Apply

To apply for the National Coach position, please submit your résumé and a cover letter outlining your qualifications and interest in the role. Email your application to Kamatara@circlesusa.org with "National Coach Application" in the subject line.

Application deadline: 11/3/2023

*Circles USA is an equal opportunity employer.
We encourage candidates of all backgrounds to apply.*

*Join us in supporting the champions across our national community
of practice who are building community to end poverty.*