

Community Development Lead Fellow: This fellow will oversee our entire community development pillar, which includes our **personal and business micro-loan program**, our Barrio Timebank **volunteerism and skills exchange platform**, our Adulting Sucks **financial literacy course**, and our **group of aspiring leaders**, the Leadership Development Cohort.

This Lead Fellow is not expected to directly handle all of the work that comes with these crucial programs. Very much the opposite, they should be able to work with their team to determine the skills and potential of the junior fellows they manage, and delegate work accordingly.

For this position, Barrio is looking for someone who possesses a unique set of skills and traits:

- They must be committed to meeting their programs' goals.
- The ability to receive constructive feedback and make adjustments to their workflow to become more efficient, accurate, and to ensure the integrity of their programs.
- They must be organized and able to manage multiple, simultaneous projects that have staggered deadlines.
- They must be structured and able to learn/implement structure directed to them.
- Computer literacy and simple data entry proficiency is essential to navigate our online archiving platforms
- English-Spanish bilingualism is a plus.
- They must be able to navigate freedom. Our flexible hours allow fellows to work when they are able to, fitting in school, family obligations, and life's needs. But freedom should come at the cost of the work we've promised our neighbors. Have your programs planned out and set far in advance, and you will have more freedom to enjoy flexible scheduling.
- Navigating interoffice relationships. We strive to push our fellows to grow professionally. This means the lead fellow may have to give constructive criticism or recognize shortcomings in their team and work with team members to improve their quality of work.
- They should also be personable. While not a firm requirement, we strive for this pillar to have a welcoming face who knows how to work with people and make them feel at home, that they have someone who genuinely cares about their wellbeing and fulfilling their goals.
- This person should have a collaborative spirit and be willing to compromise when appropriate, but also stand their ground when necessary.

Responsibilities include:

- Managing junior fellows, making sure they are making progress in their work.
- Scheduling meetings with community members to present our micro-loans.
- Receiving, managing, and archiving sensitive information for microloans.
- Delegating tasks of your team.
- Being a watchdog for your programs, alerting leadership of impending issues or problems.
- Idea generation for events, outreach, marketing.
- Event planning
- General physical labor such as carrying supplies to and from Barrio, organizing their space, working outside during events, working with the public face-to-face.