

Interested In Becoming an Innovia/Community Heart & Soul Coach?

Who is a Community Heart & Soul Coach?

Community Heart & Soul Coaches are community development professionals dedicated to improving small cities and towns across the U.S. They may work as independent consultants, staff of non-profit organizations and community foundations, or staff of state and regional organizations. Coaches play a vital role in supporting a community's Heart & Soul effort by serving as a trainer, facilitator, mentor, and promoter of Heart & Soul throughout the process. They are committed to the Heart & Soul principles of involving everyone, focusing on what matters most, and playing the long game.

Heart & Soul Coaches...

- are **facilitators and trainers**. They have knowledge and understanding of adult learning principles and know how to engage groups of community residents.
- have **professional and life experience working with, and in, communities**. They understand the complexities of everyday community life, and they use their experiences as they navigate in the community.
- have **cultural knowledge** and an **appreciation for the geographic area** in which they will work.
- know **how to work with volunteers**. They have strategies to help the Project Coordinator and the Heart & Soul team inspire, motivate, and organize volunteers during (and beyond) the Heart & Soul process.
- act as **mentors to the Project Coordinator and the Heart & Soul team**. They have skills and experience in “coaching” instead of “directing,” and they enjoy seeing the growth of the Heart & Soul team and its members.
- have some **general technical skills, including experience with budget creation, management and reporting**, and a **basic understanding of qualitative data and qualitative data management**.
- have a positive can-do attitude!

Key Responsibilities:

Facilitator/Trainer

- Use the Community Heart & Soul training curriculum to facilitate five phase training workshops for the Heart & Soul team
- Based on the Heart & Soul Team's needs, offer additional trainings that focus on specific topics and tasks within a phase
- Facilitate end-of-phase reflection sessions with the Heart & Soul Team

Mentor

- Mentor and provide guidance to the Project Coordinator and Heart & Soul team members throughout the two years of Community Heart & Soul
- Organize regular check-ins with Project Coordinator and the Heart & Soul team to track progress of Heart & Soul activities
- Periodically attend Heart & Soul team meetings and community events as needed

Promoter

- Promote Community Heart & Soul to communities in the region
- Share stories and outcomes of Community Heart & Soul
- Encourage the Heart & Soul team to track achievements and outcomes

Learning, Networking, and Collaboration with Peers

- Participate in the Community Heart & Soul Coach Community of Practice—peer network (6 virtual sessions offered per year)
- Meet with Community Heart & Soul staff mentor

Desired qualifications

- At least five years of experience as a facilitator, trainer, or teacher, and demonstrated knowledge and understanding of adult learning principles

- Experience working directly in communities with residents on a community development program, project or initiative
- Mentoring experience, either in an organized program, non-profit or in a professional setting
- Experience in creating and managing budgets
- Technology experience with social media, data storage, document creation, spreadsheets, etc.
- Experience in or demonstration of a basic understanding in organizing and managing qualitative data
- Working with diverse groups
- Conflict resolution

Compensation and Training

- Compensation: \$2,500 per phase (4 total phases)
- Travel expenses are reimbursed
- Training: Innovia covers the full cost of Community Heart & Soul Coach certification, including food, travel, and lodging

Key Dates

- Application deadline: August 29
- Virtual training: September 25, October 2, October 16
- In-person training: November 10–13

To Apply

Please email a cover letter and resume to:
Josh Kaiel, Community Development Director
jkaiel@innovia.org