

INKubator Program Manager

Overview

Project Inkblot, an equity design company that provides transformative learning, seeks a part-time Program Manager to work 20 hours per week at [REDACTED] hour from August 15th - December 15th, 2022. The Program Manager will support our staff and participants as we launch the pilot of the INKubator - an eight-week virtual program by and for BIPOC creators, technologists, and media makers who are designing equitable platforms, products, services, and/or content to improve the well-being of our communities. This is a powerful time to join our emergent team in what we hope will turn into a full-time, permanent role by 2023.

About Project Inkblot

We're a BIPOC (*and yeah – we know the term “BIPOC” can be a divisive term among our communities – truthfully, we’re pretty “meh” about the acronym but we’re using it at this point in time, and that will likely change in the future. We know language is not static, and constantly evolving*) owned and operated company that provides transformational, community-centered learning. We lead folks through facilitated programming using Inkblot Design™ – a body of relational and actionable practices for designers creating an equitable future, by investigating 1) who we are 2) who we design with 3) and how we design.

As people, we're a team of dynamic, multiracial designers, facilitators, strategists and futurists. We are immigrants, neurodivergent thinkers, gender-expansive folks, techies, writers, storytellers, and artists, hailing from Bedstuy, Brooklyn to Xi'an, China to Compton, California. We're constantly inquiring how we – as a company, and as people – can build equitable worlds.

Our corporate work has resulted in numerous design education programs delivered to design, marketing, and product teams in top media and tech companies such as Kickstarter, Shipt, Visa, and Comcast. We're the co-creators of *Beyond Diversity*, the successful annual conference, activating leaders in media, tech, and design toward equitable practices and our work prioritizes community – having galvanized creative entrepreneurs-of-color across the globe (over 100 countries) through our former online publication, interviewing extraordinary leaders like the first Yemeni woman photographer, food justice chefs, and beyond.

About the INKubator

After years of working to change white-led companies from within, we're returning to our early community programs and shifting to a focus on our communities, specifically centering the talents and brilliance of people passionately creating equitable projects and bringing them to life! We know that BIPOC creators, being proximate to deep systemic inequities, have the greatest ability to create projects that authentically alleviate pain points in our communities. We need only to have the space, time, and resources to do so.

So we're creating those conditions.

In the fall of 2022, we will pilot the INKubator - a virtual program for Black, Indigenous, and People of Color building a new world.

1. Developing our personal and leadership skills by addressing specific pain points and internal barriers that impact BIPOC creators
2. Engage in interpersonal transformation, centering the well-being of their communities through practices of co-design.
3. Workshopping and developing our equity-focused projects via in-session activities using relational and strategic practices from our equitable design framework, Inkblot Design™
4. Learn tangible skills that will result in equitable products, services, and content outcomes resulting in BIPOC recipients being better off.
5. Generating a community practice of co-design, where participants provide and receive critical feedback, and support the momentum of each other's projects

We know that by investing in the wisdom of BIPOC technologists, creatives, and artists, the ripple effects cannot be quantified and, indeed, a new pathway for humanity will emerge. We thank you for your consideration of being a part of this bold vision.

About Your Role

While the INKubator program is a program based in care for the well-being of BIPOC communities and their work, the INKubator Program Manager (we're calling this IPM for short) will be responsible for the holistic well-being of the INKubator participants themselves. From identifying accessibility needs and working with staff to develop inclusive solutions, to understanding group dynamics and facilitating connectedness, to empathizing with individuals from all walks of life, the IPM is a compassionate, solutions-oriented human, grounded in strengths-based approaches with a keen eye for detail. If this sounds like you, we hope you will apply!

Duties

As the INKubator is in its pilot stage and we aim to fortify roles around team members' individual strengths, it is impossible to have a complete understanding of all responsibilities the community manager may hold as we iterate. We have initially identified the following areas of work:

- Assisting in the search, recruitment, and selection of INKblot participants, depending upon the start date of the IPM.
- Designing an onboarding process that will assure participants are aligned with program expectations and objectives so that they are “opting in” to all aspects of the INKubator, feel confident in what they are stepping into, and are powerfully set up for success in the INKubator
- Maintaining checkpoints throughout the program experience to ensure participant needs are being met, concerns are addressed and desires are considered.
- Acting as the main liaison between Project Inkblot Staff and INKubator participants, ensuring clear communication between all parties, proactively addressing needs when identified,
- Creating surveys and overseeing their distribution to gauge the meeting of program goals.
- Designing an aftercare process that ensures participants feel complete, creates a pathway to sustained connection to Project Inkblot, and participants feel set up for success for continued work on their own.
- As well as providing feedback on curricula, assisting in copy editing of materials, engaging in strategy sessions and helping the Inkblot team design and run the INKubator in its inaugural session.

Recommended Skills

**If you wanna apply but are doubting yourself* psssst –, research shows that pretty much only straight white men apply to jobs even if they don't meet all the suggested criteria. If what we wrote above excites you and you're down to create a world centered in the well-being of People of Color, even if you don't meet this list – send in your application and let us decide before you count yourself out.*

- Strong emotional intelligence, a nonjudgmental presence, and an understanding of the ways in which systemic injustices and trauma can impact the ways in which individuals show up and can be supported in group spaces.
- Consummate customer service skills, super organized and on top of things with an eye towards ensuring no balls are dropped, all needs are met, and each and every participant feels cared for, seen, and heard. In other words, you're the one that all of your family and friends go to organize a trip, a party, and get sh*t done!
- Ability to craft clear communications, from emails to surveys to curricula and more.

**PROJECT
INKBLOT** *Sample JD from Project Inkblot*

- Deep understanding of issues of equity, accessibility, and inclusivity, particularly when it comes to program design, online spaces, and working with systemically & systematically disenfranchised people.
- Fluency or ability to quickly get fluent with using g suite, zoom, slack, asana, and notion, with an ability to keep calm when all systems are down.

If the people in your life would describe you as an executor with vision, a human-centered individual with heart, and are non-negotiable when it comes to building creative and joyful spaces where our ideas can be supported and flourish, we want to talk to you!

Schedule and Working Hours

Project Inkblot operates as a fully remote team with a combination of set “office hours” where we’re all online with other work being completed on your own schedule. For the initial contracted period of work, working hours are set as Wednesdays and Thursdays from 12pm-5pm ET. From September 30th - November 18th, 2022, (the eight weeks during which the INKubator will run) the IPM will additionally work on Fridays from 10am-5pm. While Friday hours are non negotiable, if you have a small conflict on Wednesdays or Thursdays that would prohibit you from applying, please do so anyways but include info in your email about what the conflict would be upfront so we can determine if it'd still be a fit"! We can make small adjustments for the right person. This role is fully remote and will remain as such for the foreseeable future.

Compensation and Benefits

The IPM position is fully funded at [REDACTED] hour for the remainder of 2022 with our co-founders currently undergoing fundraising to sustain our programs and expand our team. It is our hope that the IPM may be able to join our team as a full-time member with benefits in 2023.

How to Apply:

Interested? Send an email with your full name + INKubator Program Manager in the subject line to [REDACTED]. We do not need a cover letter (we find that practice outdated and overly time-consuming for candidates) but please attach your resume as a PDF and include a brief paragraph of interest (a few sentences is fine) in the body of the email. While we will be reading applications until the position is filled, we encourage you to get in your materials as soon as you are able as we will be doing our first round of review the week of July 11th.