



Position announcement: Consultant

Application deadline: May 17, 2021

ABOUT THIRDSPACE ACTION LAB

TSAL was created to disrupt the vicious cycle of disinvestment + displacement that negatively impacts the vitality of low-income communities of color. We are a grassroots solutions studio dedicated to prototyping creative, place-based solutions to complex socio-economic problems. We are institutional + community organizers, turning multidisciplinary research into evidence-based strategies; and activating “third places” to co-create more liberated spaces for people of color.

TSAL is a Black-owned, Black woman-led small business based in Cleveland’s Glenville neighborhood. We work locally in Cleveland, regionally in Northeast Ohio, and nationally. Our client engagements + collaborative projects range from strategic planning, racial equity assessments, and organizational development work to network design + cohort management, learning agenda development, master planning for educational + cultural institutions, public art initiatives, and more. We work most often with nonprofits, philanthropies, public agencies, and businesses.

POSITION OVERVIEW

ThirdSpace Action Lab seeks a proven social change agent to join our team as a Consultant. This person will primarily work with TSAL’s Production team to execute on client engagements, with responsibilities including research, facilitation, and deliverable production. The ideal candidate has experience executing team-based problem-solving, creative, generative and organizational change work in the nonprofit, philanthropic, social-change, public and/or private sectors, and the ability to adapt their role based on project needs.

YOUR RESPONSIBILITIES

Contribute to, and at times lead, client engagements (70%)

- Design + facilitate client meetings, which usually entail complex, nuanced discussions
- Conduct + synthesize ethnographic research (interviews, focus groups), surveys, and secondary research
- Translate discussions + research findings into thoughtful + informed insights, recommendations, and other deliverable products; and communicate perspectives in clear, compelling ways
- Help manage project logistics + coordination as needed
- Collaborate with TSAL team members by giving + receiving feedback

Contribute to firm-wide learning + development (20%)

- Share timely content + your own insights in team discussions to make meaning of client engagements and the rapidly changing socio-political context around us
- Support the creation of TSAL publications such as blog posts + e-newsletters
- Participate in panel discussions, workshops, and community events
- Contribute to TSAL's organizational culture
- Assist with business development efforts (research + proposals) as needed
- Cultivate + maintain a broad network of relationships with client, partner, and community-based organizations

Collaborate on delivery of racial (in)equity workshops (10%)

- Co-facilitate workshops that build awareness of race, racism, and racial inequities, and help participants apply an analysis of structural racism to their daily work + lives
- Contribute to the development of new TSAL workshops related to structural racism + systems change

YOUR QUALITIES + EXPERIENCE

- Passion for pursuing racial equity, racial inclusion, and systems change
- Deep understanding + analysis of race, racism, and intersectionality, and how these play out in organizations + communities
- Five years of progressive experience working and/or consulting with nonprofits, philanthropy, public and/or business/social-enterprises
- Inter-/multidisciplinary thinker; familiarity with human-centered design
- Ability to manage projects from start to finish
- Experience facilitating inclusive, and often difficult, discussions with diverse (in many respects) participants, and mitigating power differentials
- Ability to persuasively convey a point of view, and to influence key stakeholders via storytelling + data
- Comfort communicating + collaborating in a fast-paced environment; and ability to navigate ambiguity
- Strong emotional intelligence, the ability to be strategic about client relationships + delivery of content/insights
- Exceptional writing ability including long form, essays + synthesis
- Ability to work both independently + collaboratively as part of a team
- Strong time management skills and ability to efficiently meet project deadlines
- Ability to travel domestically 14–21 days/year (when travel resumes)

These attributes represent our best current thinking for the role. You can be a great candidate even if you don't match everything we've described below—maybe you have some important experiences + skills we haven't even thought of. If that's you, even if you're on the fence, we encourage you to apply + tell us about yourself.

THE DETAILS

Position type: Full-time, salaried

Reports to: Creative Director

Location: Preference for Cleveland, with a flexible mix of work in the TSAL office + remotely

Salary range: \$58,000–\$65,000

Benefits: TSAL provides a competitive benefits package including health, dental, and vision insurance. Benefits also include 15 days of paid time off per year in addition to paid holidays and additional days off for the full team at the discretion of leadership (shared with as much notice as possible). Self-care and self-investment are priorities for our team and we work to continually co-create a culture that supports these priorities.

HIRING PROCESS

The priority deadline for applications for this position is 11pm ET on May 17, 2021. While applications will be accepted on a rolling basis after that date, there is no guarantee of review for applications received after the priority deadline. Interested applicants should submit a cover letter and resume to collab@3rdspaceactionlab.co and include CONSULTANT POSITION in the subject line.

EEO/AA

Third Space Action Lab is an equal opportunity employer. We strongly encourage and seek applications from women, people of color, including bilingual and bicultural individuals, as well as members of the lesbian, gay, bisexual, and transgender communities. Applicants shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, disability, political affiliation, sexual orientation, gender identity, color, marital status, or medical conditions. Reasonable accommodation will be made so that qualified disabled applicants may participate in the application process. Please advise in writing of special needs at the time of application.

Third Space Action Lab will also consider for employment qualified applicants with criminal histories with direct referrals from The Ohio Ex-Offender Coalition, The Cleveland Eastside Ex-Offender Coalition, and Lutheran Metropolitan Ministries Community Re-Entry program.