



## Wichita Documenters Project Manager

<b>Classification:</b>	<i>Full-Time, Exempt</i>
<b>Department:</b>	<i>The Journal</i>
<b>Work Modality:</b>	<i>In-person, Onsite</i>
<b>Reports to:</b>	<i>Executive Editor of The Journal</i>
<b>Travel Requirement:</b>	<i>Periodic travel may be required for training or business purposes.</i>

**Job Purpose:** The Kansas Leadership Center seeks a full-time project manager to oversee the Documenters program launch and execution in Wichita.

**About Documenters:** The Documenters Network was created in 2018 by City Bureau, a nonprofit civic journalism lab that goes beyond informing the public. They focus on equipping people to access and produce the information communities need. Documenters.org centralizes public meeting dates, times, locations, official records and original documentation at the city, county, and state-level in one searchable location. In just a few years, their team has created a national people-powered reporting network built on our custom Documenters.org platform. They provide technological support, collective learning opportunities, and more to 15+ Documenters partners across the country. Wichita is launching a Documenters program in Spring 2024.

**Who we are looking for:** This opportunity is for a detail-oriented, self-starter who is passionate about collaboration, community organizing with an affinity for journalism. In addition to having great customer service, communication skills and project management experience, this individual should:

- Be confident in their abilities but always looking to learn more.
- Have a passion for creating healthier Kansas communities and/or a desire to embody the ideas taught by the Kansas Leadership Center
- Have a flexible and positive mindset, with the ability to change course and adapt to changing environments and work processes.

### **Job Responsibilities:**

- Manage Wichita Documenters site and oversee our network of program participants.
- Cultivate a network of local partners in media, community organizing, education, academia and government who are consistently using Documenters.org as part of their regular work and sharing feedback with Wichita Journalism Collaborative.
- Develop and manage special projects that engage Documenters to promote local knowledge of Wichita and its civic processes.
- Work with WJC marketing and editorial staff to tell the story of the Documenters Network and make sure Documenters' work reaches the people who can use it.
- Apply an equity framework to programmatic decisions to ensure the Documenters site reflects the greatest need as it applies to race, gender and other demographics.
- Other duties as assigned.



### ***Distribution of Time:***

- [25%] Manage Wichita Documenters Partnerships
  - Manage relationships with partner news organizations and civic organizations
  - Set strategic priorities for local program
- [50%] Manage Wichita Documenters assignments and special projects workflow
  - Manage overall assignment workflow, including posting assignments, assigning Documenters and approving payments
  - Own review, skill-based feedback and approval for all submitted content
    - Currently estimated at 5-10 meetings/week
    - Ideally this shifts to include more special projects work with editorial support
  - Help troubleshoot Documenter issues/challenges as needed
- [15%] Support Wichita Documenters community of practice, including in-person and remote events
  - Manage quarterly trainings and other civic learning opportunities that are responsive to Documenter needs
  - Manage quarterly in-person and/or remote meetups for local Documenters
  - Own engagement efforts w/Documenters to better understand local information needs (i.e. Documenters.org message board engagement, occasional surveys and interviews with Documenters)
- [10%] Manage distribution of local Documenters content
  - Project manage production of weekly newsletter based on Documenters content
  - Help communicate themes and questions raised in Documenters reporting to WJC reporting staff and local civic partners

### ***Week in the life of a Documenters Program Manager:***

#### **Monday**

- Open public meeting assignments for Documenters to apply to
- Send partner newsletter highlighting upcoming meetings and reporting opportunities
- Edit the public-facing newsletter

#### **Tuesday**

- Send a public-facing newsletter summarizing Documenter notes and opportunities for civic engagement
- Edit Documenter notes

#### **Wednesday**

- Edit Documenter notes
- Host a monthly community of practice event or a workshop for Documenters

#### **Thursday**

- Assign Documenters to their following week's assignments

#### **Friday**



- Publish meeting briefs or recap for the week

***Preferred Skills and Qualifications:***

- At least 3 years experience in engagement journalism, community organizing, grassroots political campaigning or a related field
- Experience managing a team and/or leading projects where people with diverse backgrounds, perspectives and abilities feel they can do their best work
- A demonstrated commitment to equipping and organizing people toward collective action
- Impeccable and inclusive project planning and prioritization skills
- Strong verbal and written communication skills
- Ability to rally stakeholders and solve problems creatively and collaboratively
- Experience cultivating deep relationships, trust and solutions with a community (we know this can mean many things and want to hear how it manifests in your work)

***Physical Requirements:***

- Ability to focus for sustained periods.
- Ability to use computer and telephone.
- Ability to occasionally move objects up to 15 pounds.

***Compensation and Benefits:***

- Competitive salary and benefit package. Salary determined by candidate's level of experience.
- Insurance and benefits in addition to salary:
  - Retirement plan
  - Health, dental and vision insurance
  - Disability insurance
  - Life insurance
  - Flexible spending account
  - Paid time off

***Application Process:***

*Interested applicants should submit a cover letter, resume and at least two professional references to Wendy Pollman, HR Representative, at [hr@kansasleadershipcenter.org](mailto:hr@kansasleadershipcenter.org). Applications will be reviewed immediately and considered on a rolling basis until the position is filled. Priority will be given to those who apply by **January 19, 2024**.*

*The Kansas Leadership Center is proud to be an equal opportunity employer.*

Updated December 19, 2023