

HOLLYHOCK

Position: Social Innovation Program Manager

Reports to: Chief Product Officer

Start Date: Sept 2022-Aug 2022

Term: Full time 1 year agreement with possibility of extension to permanent.

Location: Remote - work from home, with in person delivery on Cortes Island for 5 days annually in September

ABOUT US

Hollyhock creates meaningful experiences to inspire personal growth and social transformation. We host programs, trainings, and signature programs each year on our Cortes Island campus and online; immersing our staff in a culture of connection, personal growth, and progressive social change.

We believe that employees who reflect the diversity of the communities we serve strengthens our ability to achieve our mission. We strongly encourage applicants of all genders, ethnic and cultural backgrounds, sexual orientations, abilities, and with a range of life experiences to apply. Please feel free to state any aspects of your identity that may contribute to diversity in our workforce in your cover letter, so we can prioritize your application.

WHAT WE ARE LOOKING FOR

You are a born organizer who can navigate between the big picture and the details. You love bringing people together around conversations that matter. You have your finger on the pulse of social entrepreneurship: You are networked and hold many relationships in the entrepreneurial ecosystem and are knowledgeable about current trends and hot topics. You are skilled in practices and programs centering Justice, Equity, Diversity, Inclusion, and care deeply about designing an experience with those values at the core. You are a strong communicator, who can pitch big name speakers as well as coordinate details with Hollyhock's in-house staff. You are adaptable to changing circumstances and have a vision for online programming components.

SUMMARY OF THE ROLE

This position is responsible for program management, content development, facilitation, marketing, participant recruitment and implementation of Social Venture Institute (SVI) Portfolio Programs and supporting the Activate Lead Producer in their execution of Activate and other signature programs as requested. This includes an SVI Hollyhock annual 5-day conference in September where you are required to travel to Cortes Island. SVI has been hosting gatherings of socially minded CEOs, entrepreneurs, changemakers and investors for the past 25 years.

QUALIFICATIONS

- Industry Experience: tapped into current trends/topics and holds relationships within the entrepreneur and investor ecosystem.
- Experience with event planning and production and overall guest experience.
- Personal commitment to equity and inclusion: an understanding of systemic oppression and intersectionality, with experience applying anti-oppression practices at work and in community.

- Ability to effectively communicate program content to recruit participants. Marketing experience is an asset.
- Compelling and clear communicator in multiple settings: one-on-one pitching, remote digital communication, and public speaking.
- Skilled with digital tools including Asana, Slack, and Google Docs. Experience with online learning platforms is a plus.
- High emotional intelligence and solution and service oriented.
- Thrives in a culture built on distributed leadership, accountability, equity, and delivering an exceptional program experience.
- Available to work at a greater intensity in the 8 weeks leading up to SVI gatherings.
- Available to work virtually for SVI Women from April 19-21, 2022, and onsite on Cortes Island June 7 -11, 2023 and September 27 - 31, 2023.

APPLY

Full job description and compensation can be found below. If you think this position sounds like the right fit for you, please apply with your **cover letter** and **resume** [HERE](#).

This position will remain open until it is filled.

Interviews will start September 2022 with a targeted start date of Fall 2022.