



Position Title

Economic Development Fellow

Reports To

Fellowship Manager

Works with

Co-Executive Directors; Other Community Organizer(s); Other Fellows; Other Staff

Position Type

- Three-month fellowship program; potential to be renewed to six months pending three-month review
- Hours
 - 15 hours/week
 - Hours are flexible, though we have a strong desire that our fellow is available to attend our weekly staff meeting (in person or by video conference) on Wednesdays
 - Weekly 1-hour work planning session with Fellowship Manager; flexible scheduling
- Payment
 - \$1200 monthly stipend, paid at the beginning of each month

Issue Area(s)

Organizational Development; Economic Development; Policy Advocacy; Community Organizing; Racial Justice

Organization Overview

The Hood Incubator is a community-centered, nationally-focused organization committed to building economic and political power for Black communities. Our mission is to increase the participation of Black and Brown communities in the legal marijuana industry. Through our 3 core areas of work – community organizing, policy advocacy & economic development – we are creating a healthy and sustainable ecosystem of industry access, resources & support that benefits Black and Brown communities. We transform what was once a weapon to harm communities of color into a tool that strengthens us. Learn more at our website: www.hoodincubator.org.

Position Description

We are looking for a passionate, strategic individual to join The Hood Incubator for three- six months as our Economic Development Fellow. This is a great opportunity to gain hands-on experience with facilitation, research, and economic policy for a social change organization while promoting marijuana, equity and racial justice. Reporting directly to the Fellowship Manager, the Economic Development Fellow will be a critical member of our programs team

by supporting our Accelerator and Apprenticeship programs and setting the groundwork for our future Co-Op project.

Essential Duties and Responsibilities

1. Provide coordination and support for the Hood Incubator Accelerator
 - Manage logistics and develop schedule for Accelerator-Mentor meetings
 - Serve as primary communicator with Accelerator participants and Mentors
 - ~50% of time
2. Provide coordination and support for the Hood Incubator Apprenticeship program.
 - Recruit business partners to host apprentices
 - Facilitate and coordinate logistics for Apprenticeship meetings
 - Serve as primary communicator with Apprenticeship participants
 - ~35% of time
3. Set the groundwork for Hood Incubator Co-Op Project
 - Conduct outreach to inform program development
 - Participant in strategy and visioning meetings to develop program
 - ~15% of time

Qualifications

- One to two years of experience with event or meeting planning and facilitation
- One to two years of experience with economic development programs and/or policy including co-ops, apprenticeships, incubators, accelerators or other related programs
- Quick learner; self-starter; adaptable; solutions-oriented; self-aware and well-suited to a fast-paced startup environment
- Strong relationship builder, people skills and communicator with experience effectively collaborating with diverse teams and stakeholders
- Demonstrates integrity and strives for excellence in their work
- Grounded in social/racial justice values
- Passionate about The Hood Incubator's mission and able to promote and communicate the philosophy, mission and values of The Hood Incubator to external and internal stakeholders.
- Must be Bay-Area based
- Must be at least age 21

Application Deadline: Monday, August 20th, 11:59 PM

To apply, please email chris@hoodincubator.org with:

1. A cover letter explaining your interest in working with The Hood Incubator and how this fellowship fits into your academic and/or career goals.
2. A resume