

East Baltimore Research Project (EBRP)
Scope of Work
Position: Facilitator (Project Team Support)

Overview:

- Launched in 2017, the East Baltimore Research Project (EBRP) aims to equip residents with data and resources that may be used to effectively advocate for community needs. EBRP also aims to provide East Baltimore residents with training and technical assistance needed to strengthen their ability to effectively engage community members, collect and interpret data and communicate findings that can ultimately be used to inform community-change efforts.
- The project is firmly grounded in the belief that residents know what is needed in order to strengthen their neighborhoods, and that they should have a voice in shaping changes in their communities. Therefore, during its inception, project members established a core set of principles and values that guide the operations and function of the project. The values include the following:
 - Trustworthiness: the ability to be relied on as honest or truthful;
 - Transparency: operating in such a way that it is easy for others to see what actions are performed; implies openness, communication, and accountability;
 - Accountability: the fact or condition of being responsible;
 - Flexibility: the quality of bending easily without breaking; the ability to be easily modified; willingness to change or compromise;
 - Purposefulness: having or showing determination or resolve;
 - Inclusivity: the practice or policy of including people who might otherwise be excluded or marginalized, such as those who have physical or mental disabilities and members of minority groups;
 - Respect: due regard for the feelings, wishes, rights, or traditions of others;
- The project is led by an advisory team that includes East Baltimore community members, consultants, and staff from the Annie E. Casey Foundation. The Urban Institute serves as the research training partner. The project also has an independent documentarian who transcribes project discussions and records the progression of key project milestones in an effort to support the project mission.

In 2021, the work and focus of the East Baltimore Research Project (EBRP) centered on the following five objectives:

1. **Resident Researcher and Community Support.** Support the capability of trained Resident Researchers to: 1. effectively implement research project initiatives, and 2. leverage the EBRP partnership as an opportunity to respond to the needs of the East Baltimore residents and Baltimore at-large.
2. **Research Design and Data Collection Support.** Aid Resident Researchers and the contracted research firm in the design and implementation of research studies.
3. **Community Outreach, Partnership Development, and Collaboration.** Foster strategic partnerships and collaborations to maximize the Project's reach, sustainability and impact.
4. **Strategic Communications (marketing, branding, and storytelling).** Demonstrate and raise local and regional awareness of promising approaches from this project and the importance of

applying an equitable, participatory and values-based approach to research design and capacity building practices in East Baltimore.

5. **Sustainability Planning.** Proactively plan forward and position for the project's long-term sustainability and impact.

The role of the Facilitator will be to work in partnership with the EBRP Project Team, Annie E. Casey Foundation staff, and hired consultants to:

- (1) Co-design and co-coordinate processes and activities to help the project team work together better and understand their common objectives and ways of working
- (2) Co-create the conditions and hold space for the core project values and goals (see above in overview) to be reflected in all meetings and discussions.
- (3) Create and maintain a safe and open environment for sharing ideas and use similarities to establish a foundation for building bridges to consensus
- (4) Plan how to accomplish these common objectives and adhere to these ways of working during project meetings and other discussions
- (5) Listen carefully to the discussion and be able to quickly analyze and compare comments to formulate questions that help manage the group discussion and challenge the group when appropriate.

The following **Scope of Work** provides an overview of the core anticipated responsibilities of the Facilitator position, as well as other contract terms.

Contract Period:

April 1, 2021 - March 31, 2022

Average Time Allocation & Rate:

Based on applications received, 1 facilitator will be hired for this role with an expectation that the person would work up to 12 hours/week. \$85/hour.

Scope of Work:

- Work in partnership (co-create the opportunities and activities, lead the implementation of those opportunities and activities) with the EBRP Project Team, Casey Foundation staff and hired consultants to co-design and facilitate project team meetings and team work processes, including:

Design Tasks

- Co-design and create facilitation materials for project team meetings and co-working sessions;

Facilitation Tasks

- Co-facilitate project team meetings and support team discussions to build trust and relationships, and navigate difficult conversations on the journey to accomplish common objectives in ways that align with core project values and goals.

Project Coordination Activities

- Co-coordinate links between team meetings and activities, and project milestones and plans to support follow through on common project objectives.

Qualifications and Skills

Required:

- Passion and commitment for East Baltimore
- Solid active listening skills
- Comfort working collaboratively with diverse communities and a strong commitment to race equity
- Experience in facilitating community conversations for an organization, project or initiative
- Experience developing written and visual materials, including Google Suite documents
- Strong facilitation and interpersonal skills
- Ability to be flexible and adaptable in a work environment
- Strong planning and organizational skills
- Availability to meet in evenings (online via Zoom for now, and in-person in East Baltimore once COVID-19 restrictions are lifted)

Preferred:

- Resident of the area selected for the East Baltimore Research Project (see map)
- Experience working in or with community-based nonprofit organizations, philanthropy and/or government agencies in the areas of equity, advocacy, research and/or community development
- Professional experience with facilitating difficult conversations, supporting consensus decision making, and supporting group processes from ideas to action
- Experience with coaching and/or training others in facilitation approaches
- Interest in social science research and using research to inform community change efforts