



Circulo de Tēpatl- Facilitator Role Description

Reports to: Circulo De Tēpatl Leaders (*Contract held by Alimentando al Pueblo Work*)

Location: King County; Hybrid (on site, community and remote)

Position type: Consultant - 1 year contract, renewable

Compensation: \$6,000 - \$50 an hour, 10 hours a month x 12 months

Start date: We are looking to fill this position as soon as possible

About Circulo De Tēpatl:

Circulo de Tēpatl was founded in March 2025 as a community of Latine and Pueblo Originarios leaders in the Pacific Northwest, coming together to cultivate abundance. Rooted in shared wisdom, mutual support, and collective action, we create space for healing, belonging, and thriving leadership in our communities.

Our current *círculo* is made up of first-time Executive Directors and senior leaders from nonprofit organizations across the region. Together, we are building a foundation for transformative leadership that honors our cultural roots and uplifts our communities.

Current Participating Organizations: Alimentando El Pueblo, Choose 180, Colectiva Legal Del Pueblo, ELLA, Entre Hermanos, Latino Development Organization, Southeast Seattle Education Coalition, and White Center Community Development Association.

The Opportunity

Circulo de Tēpatl is seeking a facilitator to support the growth, coordination, and collective leadership of our *círculo*, a community of Latine and Pueblo Originarios leaders in the Pacific Northwest. This role is grounded in relationships, cultural wisdom, and a shared commitment to healing, abundance, and transformative leadership. This is a comprehensive list of tasks, actual work plans will be adapted to fit the 10 hour max per month contracted hours.

Community Building & Strategy (50%)

- Collaborate with co-leaders to develop and implement strategies that reflect both short-term needs and long-term visions of the *círculo*
- Maintain strong relationships with member leaders and organizations; stay up to date on their work, priorities, and challenges
- Gather input from members to inform the group's direction, ensuring that collective needs, values, and aspirations are centered in all decision-making
- Identify opportunities to deepen connection, action, and collaboration among *círculo* members and across aligned communities
- Monitor regional developments and community-led efforts relevant to leadership, healing, and cultural thriving that may impact or inspire the *círculo's* work
- Support the group in reflecting on its growth, purpose, and shared commitments

Administrative Coordination (30%)



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- Facilitate three regular monthly gatherings:
 - Co-leader planning meeting
 - Full *círculo* meeting
 - Optional social/happy hour or cultural connection space
This includes agenda setting (in collaboration with co-leaders), sending reminders, facilitating gatherings, and keeping time and energy grounded during meetings
- Manage logistics for in-person meetings (reserving space, ordering food, coordinating vendors, etc.)
- Take and distribute clear and culturally respectful meeting notes
- Track and collect annual documentation from members, as needed
- Support recruitment and onboarding of new members in alignment with the group's values
- Coordinate with administrative partners to ensure any member stipends or related payments are accurate and timely

Communications & Documentation (20%)

- Lead internal communications for the *círculo*, including:
 - Monthly updates or newsletters
 - Meeting recaps and follow-up communications
 - Occasional storytelling, blog posts, or updates to support community building
- Maintain shared digital folders (e.g. Google Drive), ensuring that information is up-to-date and accessible
- Manage and update any group websites, documents, or online resources as needed

Required Skills & Experience

- Deep understanding of anti-racism, anti-colonial practices, and cultural frameworks for leadership and healing
- Awareness of the systemic and cultural challenges faced by Latine and Indigenous communities, especially in the Pacific Northwest
- Lived experience in or deep connection to diverse, under-resourced communities in the region
- Experience facilitating meetings, holding space, and moving groups toward collective goals
- Strong written and verbal communication skills, including the ability to create accessible and meaningful communications
- Ability to self-manage, stay organized, and balance multiple responsibilities
- Comfort working both independently and collaboratively
- Proficiency in tools such as Google Drive, Microsoft Word, and Excel
- Reliable transportation and valid driver's license (if applicable)

Desired Skills

- Familiarity with community leadership initiatives or organizations in the Pacific Northwest
- Experience with Canva or other design tools
- Grant writing, fundraising, or donor relations experience



Circulo de Tēpatl- Facilitator

Role Description

- Understanding of grant compliance and reporting processes
- Training or lived experience in healing justice, trauma-informed care, or conflict resolution

Equal Opportunity Employer

Alimentando al Pueblo is an Equal Opportunity Employer (EOE) committed to diversity and cultural humility. We encourage applicants from Latine, Indigenous, immigrant, LGBTQIA+, disabled, and other underrepresented communities to apply.

How to Apply

To apply, please submit:

1. Your resume
2. A letter of interest sharing your background and how your values and experience align with this role

Send your materials to chisme@alimentandoalpueblo.org with the subject line:

“Círculo de Tepatl Facilitator Application – [Your Name]”