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Consultant Scope of Work:

Hive Chicago Network Manager

Summary: The Chicago Learning Exchange (CLX) seeks a part-time consultant to maintain monthly Hive Network convenings, network communications, and historical data gathering.

Network Convenings and Events

- Facilitate one meetup per month (third Thursdays), including:
 - Create facilitation guide and meetup agenda
 - Facilitate day-of meetup
 - Assemble slide deck with necessary components
 - Post meetup photos to Flickr
 - Post one meetup blog post per month with highlights from previous month and overview and slides for upcoming month
- Attend one Advisory Committee meeting per month (first Thursdays), including:
 - Contribute agenda items focused on meetup planning
 - Assist preparations for Moonshot working groups
- Schedule and manage logistics for member-facing professional development sessions
- Monthly Deliverables:
 - Due Tuesdays prior to meetup (1/16, 2/13, 3/13, etc.) -
 - Meetup facilitation guide with meetup goals, agenda, roles and responsibilities, and needed materials
 - Meetup slide deck with member-contributed slides included
 - Due third Thursdays (1/18, 2/15, 3/15, etc.) -
 - Meetup feedback gathered from at least one third of attendees
 - Meetup photos uploaded to Hive Chicago Flickr account

Network Communications

- Monitor and maintain Hive Network content, including member-sourced blog posts
- Deliverables:
 - Due first Fridays of the month (1/5, 2/2, 3/2) -
 - Send monthly Hive newsletter via MailChimp with input from Hive members and CLX staff
 - Due Fridays prior to meetup (1/12, 2/9, 3/9, etc.) -
 - Publish meetup blog post including highlights from previous meetup and agenda for upcoming meetup
 - Due date variable -
 - Assist Hive members in publishing blog posts and updating portfolio pages



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Historical Data Collection and Impact Analysis

- Assist the analysis of past Hive activities and impact by collecting and consolidating data, including:
 - Meetup, Deep Dive, Hive Chicago Buzz and other convening attendance via Eventbrite
 - Member surveys (e.g. meetup feedback forms, collection of network assets and needs at meetup, etc.)
 - Membership data
- Create impact summaries for each of the categories of information gathered above
- Deliverables:
 - Due 2/20 - Draft Convening Impact Summary including attendance and feedback data
 - Due 2/27 - Final Convening Impact Summary
 - Due 3/20 - Draft Membership Impact Summary
 - Due 3/27 - Final Membership Impact Summary

Moonshot Working Groups

- Provide schedule of Moonshot share-outs at meetups led by and in consultation with Advisory Committee members
- Advise Advisory Committee members on content and ensure completion of moonshot slides and presentations for meetups
- Monthly Deliverables:
 - Due Tuesdays prior to meetup (1/16, 2/13, 3/13, etc.) -
 - Obtain finalized meetup slides from moonshot presenters for the month

Hours and Duration: 20 hours per week for 2-4 months, starting the week of January 2, 2018 until the Chicago Learning Exchange obtains its 501(c)3 non-profit designation and hires a full-time Network Manager.

Compensation: paid on an hourly rate depending on consultant's qualifications and based on the final scope of work and deliverables. Reasonable additional expenses will also be paid (e.g. parking and materials) up to \$100 per month.

Qualifications: college degree and minimum of 5 years experience in educational instruction or administration. Successful completion of a writing prompt will be part of the selection process.

Send resumes to Sam Dyson, CLX Deputy Director, sdyson@chicagolx.org.

Revised 12-6-17