



Leadership Team Roles & Responsibilities

Institute of Core Energetics

The Leadership Team at the Institute of Core Energetics is a collaborative body composed of three key coordinators/consultants:

- [Faculty Development Coordinator/Consultant](#)
- [Curriculum & New Programming Coordinator/Consultant](#)
- [Student Support & Community Building Coordinator/Consultant](#)

Together, this team provides shared leadership for the Institute's educational programming and student experience. Each member brings a unique area of expertise, and the team functions with mutual accountability and interdependence.

Core Responsibilities (Shared by All Team Members)

- 1. Plan & Host Student Virtual Orientation**
 - Collaboratively design and facilitate the virtual orientation experience for new students.
 - Ensure orientation aligns with the Institute's values and prepares students for success in the program.
- 2. Complete Mid-Year Student Check-Ins**
 - Use a "divide and conquer" approach: assign check-ins across the team to ensure all students are reached.
 - Document feedback and flag any significant concerns for group discussion or referral.
- 3. Liaise with Program Administrator**
 - Coordinate regularly with the Program Administrator to ensure seamless delivery of all program logistics, schedules, and communications.
 - Troubleshoot any issues related to implementation and planning in partnership with the Administrator.
- 4. Appoint a Representative to the Program & Policy Committee**
 - Nominate or rotate one Leadership Team member to represent the group on the Program & Policy Committee.



- Ensure regular feedback and input is gathered from the full team and shared in committee meetings.
- Ensure the Program and Policy manual is reviewed and updated every second year (next review due: July 2027)

5. **Problem Solve as a Group**

- Bring challenges, student concerns, or programming issues to the group for collective problem-solving.
- When necessary, escalate matters to the Executive Director for additional support, guidance, or decision-making.

Team Norms & Communication

- **Shared Leadership:** All major decisions are made collaboratively. Each member respects and contributes to areas beyond their specific role.
- **Accountability:** Team members hold themselves and each other accountable for follow-through, presence, and integrity.
- **Regular Meetings:** The team meets at least bi-weekly to plan, assess progress, and address emerging needs.
- **Transparent Communication:** All discussions, especially regarding student or faculty concerns, are handled with confidentiality, care, and clear documentation.

Reporting & Oversight

- The Leadership Team reports collectively and individually to the **Executive Director**.
- Annual reviews and performance assessments will reflect both individual contributions and team effectiveness

Interested candidates should submit a resume and cover letter to Lindsay Ngidiwe (lindsay@coreenergetics.org) by 5:00 pm EST on Tuesday, July 15th. In the subject line, confirm the role you are applying for.