



LANDSCAPE ARCHITECTURE FOUNDATION

Contract Position Announcement LAF Ignite Cohort Co-Facilitator

The Landscape Architecture Foundation (LAF) seeks to engage a contractor for a one-year term to provide services for the facilitation, mentorship, and ongoing development of the Indigenous component of the LAF Ignite Program. This role is intended to support the continued growth of Ignite as it evolves from a program that, for its first four years, focused on African American landscape architecture students into a broader model that includes intercultural competence as well as intentional, culturally grounded support for Indigenous landscape architecture students.

As Ignite expands to other identities, it is important that students receive support, mentorship, and facilitation that reflect their lived experiences, histories, relationships to land, and navigation of academic and professional environments. The Indigenous Cohort Co-Facilitator will provide these services, working in close partnership with the current cohort facilitator and program staff to help shape this next stage of the program and support the transition. This work requires coordination, reflection, and adaptability to ensure that the program evolves with care.

As the students are based across the US and Canada, work will be performed remotely, and the Indigenous Cohort Co-Facilitator must have availability during standard U.S. and Canada business hours. If the contractor is located within reasonable proximity of Washington, DC, LAF may hold occasional in-person meetings, based on mutual agreement.

Based in Washington, DC, the Landscape Architecture Foundation is a national, 501(c)(3) charitable organization dedicated to increasing the transformational impact of landscape architects and allies by investing in inquiry, innovation, collaboration, and the next generation of design leaders. LAF envisions a future where people and planet thrive together by design.

LAF Ignite Overview

LAF Ignite is a multi-year program for BIPOC landscape architecture students, providing participants with an annual \$10,000 scholarship, paid summer internships, and access to mentors throughout their educational path. Each year, 4-7 students are accepted into Ignite and participate until they have completed their landscape architecture degree. Every new cohort joins the group from past years with up to 15 students total participating.

The program is delivered through monthly facilitated online cohort meetings from September through May, a trip to Washington, DC, in June to meet in person and attend LAF's spring symposium, and individual check-ins every 6 months with additional support as needed. Participants are matched with a one-on-one mentor and are guided through the process of interviewing, selecting, and preparing for a paid summer internship as offered by a select set of internship providers.

Launched in 2022 and initially focusing on Black/African American students, LAF Ignite was designed to expand to other identities over time. Building upon the foundation established during the first four years of the program, Ignite will begin to serve Indigenous students (in addition to Black/African American students) starting with the 2026-27 cycle. For the first year, LAF expects that 3-5 of the approximately 15 total participants will identify as Indigenous. In future years, this is expected to increase to 5-8.

Responsibilities

The Indigenous Cohort Co-Facilitator will partner with LAF staff and the current Ignite cohort facilitator to support Indigenous participants through a year-long cohort experience that is culturally grounded, professionally rigorous, and responsive to the realities students may face within design education and practice.

This role operates in active coordination with the existing cohort facilitator and LAF staff to ensure alignment across the broader Ignite program goals while also providing distinct support and mentorship tailored to Indigenous students. Together, the facilitators will help cultivate a program environment that honors difference, fosters solidarity, and creates meaningful opportunities for connection, reflection, and shared learning.

Over the course of the program year, the Indigenous Cohort Co-Facilitator will support the Ignite experience in partnership with the current cohort facilitator and LAF staff through the following services:

Facilitation of monthly cohort meetings

- Plan and co-facilitate virtual meetings with the full cohort of up to 15 students per the Ignite program framework. These hour-long meetings occur monthly from September through May.
- Support students in preparing for the one-on-one mentor selection, portfolio reviews, and the summer internship interviews, selection, and preparation that are part of the LAF Ignite program, as well as other professional opportunities.
- Facilitate safe, thoughtful, and constructive dialogue around the challenges and opportunities of navigating a profession that has historically lacked representation and inclusion.
- Support intercultural competence through intentional learning, bridge moments, conversations, and other opportunities that help students better understand one another's histories, lived realities, and relationships to the profession.
- Share perspectives that expand student understanding of what landscape architecture can be and help students see how culture, land, memory, and professional practice can inform one another.
- Help create a cohort environment that is supportive, relational, reflective, and rooted in accountability.
- Build trust and connection among Ignite participants who are at different stages in the Ignite program and in their academic journey.
- Model care, cultural awareness, and thoughtful communication in conversations that may be layered, sensitive, or emotionally complex.
- Encourage reflection, self-advocacy, and confidence-building in ways that affirm students while also reinforcing accountability and preparedness.
- Support a cohesive program experience while maintaining culturally specific support for Indigenous scholars

Support and mentorship of Indigenous participants

- Provide culturally grounded mentorship and support to the 3-5 Indigenous students participating in the program. This is done through small-group breakouts during the monthly meetings and via individual checks-in calls at least every 6 months or as needed.

- Develop agendas, discussion prompts, and facilitation approaches for small group meetings that offer perspectives and guidance related to academic pathways, internships, career development, licensure, and professional identity
- Support students in navigating academic, professional, and identity-based experiences within landscape architecture and related fields.
- Create opportunities for students to connect with Indigenous practitioners and role models across sectors.
- Help scholars understand norms and expectations within academic and professional settings without asking them to disconnect from their identities or values.
- Hold check-in calls with each Indigenous student at least every 6 months to provide individualized support and ensure they are getting the most out of their Ignite participation.
- Reinforce habits of professionalism, follow-through, communication, and responsibility to the cohort, the Ignite program, and the broader profession.
- Identify when students may need support beyond the role of facilitator, and coordinate with LAF staff when additional intervention or referral is needed.
- Maintain confidentiality, professionalism, and trust in all scholar interactions.

Spring Washington, DC trip

- Attend a 2-day in-person experience for Ignite participants in Washington, DC in late May/early June 2027. Students attend the LAF Innovation + Leadership Symposium.
- Help to plan the trip itinerary to include visits to sites that highlight Indigenous presence and perspectives.
- Foster an inclusive environment that builds community and connection among the Ignite participants.
- Build in time for conversations and reflection to support individual and collective learning.
- *Note: All travel and program-related expenses for this trip are covered by LAF and are separate from the contractor's compensation.*

Planning and coordination

- Work closely with the current cohort facilitator and LAF staff to plan and coordinate on delivery of cyclical Ignite program content, monthly meeting topics, setting expectations for students, and student support strategies. Regular planning meetings take place approximately once per month.
- Recommend guest speakers, themes, and resources relevant to Indigenous student support and cross-cultural learning. This might include topics such as Indigenous land stewardship, cultural landscape knowledge, Traditional Ecological Knowledge, food systems, ethnobotany, and community-based practice.
- Providing feedback to LAF staff on student needs, facilitation strategies, and opportunities for additional supports.
- Contribute to the continued development and refinement of the Ignite program as it grows in structure, reach, and cultural responsiveness.

Ignite participant selection

- Participate on the jury to select the incoming group of 4-7 students to enter the Ignite program in the fall. The process consisted of: Jury review of ~20 applicants (May/June), jury call to select 6-10 finalists for an interview (June/July), interview calls with finalists (July), jury call to select the participants (July/August).

Qualifications

The ideal facilitator is an Indigenous landscape architect who brings a combination of professional experience, cultural grounding, emotional intelligence, and mentorship capacity. Minimum qualifications include:

- Deep understanding of the lived experiences of Indigenous people, particularly to North America, and students pursuing careers in design and the built environment
- At least 6 years of professional experience within landscape architecture or a closely related field
- Familiarity and experience across multiple forms of design practice, such as small firm, large multi-disciplinary firm, academia, public sector, tribal, community-based work, etc.)
- Demonstrated commitment to equity, culturally responsive mentorship, and inclusive professional development
- Ability to facilitate thoughtful and non-harmful dialogue across difference
- Ability to support students with empathy and flexibility while also upholding expectations of professionalism, accountability, and integrity
- Collaborative mindset and strong coordination and communications skills, as this position works closely with another facilitator and LAF program staff in a co-leadership model
- Flexibility, patience, and a willingness to learn and adapt along with LAF and the Ignite participants during this transition year

Preference will be given to applicants with the interest and availability to continue in this role for multiple years if both parties agree that it is a good fit.

Contract Term

This work will occur over a 12-month period aligned with the LAF Ignite program year, which runs from mid-August to mid-August. In addition, the Indigenous Cohort Co-Facilitator is invited to participate in the interview round of the jury process to select the 5-7 students entering the Ignite program for the 2026-27 cycle. Exact dates will be confirmed in coordination with LAF staff.

This contract is for a one-year term. In May 2027 toward the end of the Ignite year, both parties will review the arrangement and may choose to renew for the next Ignite cycle by mutual agreement. The scope may be refined for future cycles as LAF staff and the co-facilitators identify opportunities to strengthen the model based on lessons learned from the first year of this program expansion.

Compensation and Payment Schedule

The total compensation to the contractor for delivery of the aforementioned services over the course of one Ignite program year is \$12,000.00. LAF will issue payments in installments (quarterly has been typical). The number and timing of installments will be mutually agreed upon, with installments starting in September 2026.

To receive payment, the contractor shall submit an invoice detailing the services performed, date(s) of service, and hours spent. Invoices shall be paid within 30 days after receipt and approval.

This position is an independent contractor (1099) role and is not classified as an employee or staff position. Individuals in this role are not eligible for employee benefits, including but not limited to health insurance, paid time off, or retirement benefits, and there is no opportunity for this role to

convert into a staff position. The contractor is solely responsible for all required taxes, with no tax withholding by the organization.

Application Instructions

To be considered, please submit a letter of interest and resume to laf@lafoundation.org with the subject line "Indigenous Cohort Co-Facilitator." The letter of interest should explain why you are interested in being an LAF Ignite Co-Facilitator and why you would be a good fit for the role.

Please submit by June 25, 2026.