

Program Partner

Department: Programming

Supervisor(s): Programs Manager (PM)

Start Date: TBD

Work Hours: 40 per week, Monday – Sunday (flexible)

Salary: \$40,000-\$45,000 plus benefits



ORGANIZATIONAL OVERVIEW

Inclusive Communities confronts prejudice, bigotry and discrimination through educational programs that raise awareness, foster leadership, and empower advocacy for a just and inclusive society. As an organization, we envision a society that is strengthened by diversity, inclusion, respect, and justice for all people.

GENERAL FUNCTION

The Program Partner should be an experienced, organized, detail-oriented, self-motivated, reliable, and creative individual. This position supports the overall curriculum, execution, coordination, and evaluation of all Inclusive Communities' programs which include, not limited to: ACTion Services programming, IncluCity, IncluCity Middle, After-School Programs, Service Learning Academy Projects, and Omaha Table Talk. The Program Partner reports to the Programs Manager and Director of Programs & Faculty by whom the specifics and parameters of the job are further defined.

Responsibilities:

- Assist in the overall delivery and facilitation of Inclusive Communities Youth, Community, and Business programming
- Assist DPF and PM in reviewing and developing curriculum for various audiences
- Liaison and coordinate all university and higher education student programming (ie. UNO Service Learning Academy, UNO Dialogue Project, etc.)
- Coordinate confirming the panelists and moderators for all Table Talk programs.
- Collaborate with the Communications Manager in aspects of social media communication and outreach and other programming materials
- Collaborate with the Volunteer and Faculty Manager (VFM) who oversees volunteer services for volunteers for each event
- Support the outreach efforts for all Inclusive Communities programs, including: conducting recruitment at external events, planning and coordination of special events, drafting/review of communications and outreach materials for volunteers, serving as a liaison for referral agencies, and development/ maintenance of outreach database / contact lists
- Assist the IncluCity Program Consultant with execution of IncluCity program
- Collaborate with PM and fellow Program Partner(s) with IncluCity Middle program coordinating for area schools
- Collaborate DPF and SPP with confirming and arranging Speaker Series requests
- Support administrative and operational services including program evaluation, accurately documenting program participation, and collecting and entering data as needed
- Provide other program support including attending collaborative meetings, serving as a liaison for all activities related to the program and/or collaborative activities, assist in

preparation of providing input for program and grant reports, and other activities to support Inclusive Communities programs

- Other related duties and/or expectations as assigned

Skills and Competencies:

- Sincere dedication and overall passion and personal commitment to the mission and philosophy of Inclusive Communities.
- Knowledge of the organization's primary proficiencies (e.g. dialogue, education, conflict resolution and advocacy) and a personal vision of communities built on justice, respect, and inclusion for all.
- Ability to interact and co-exist respectfully with fellow staff members, volunteers, and community members from diverse backgrounds.
- Ability to work some evenings and weekends as needed.
- Combination of relevant work experience and education including Associates or Bachelors degree or relevant work experience recommended.
- Interest in nonprofit work.
- 1-3 years of experience in a program outreach, education/facilitation or organizer role, internship, or paid position.
- Bi-lingual is preferred, but not required.
- Must be a team player with an excellent ability to multi-task, accompanied by a spirit of flexibility and collaborative outlook in a fast-paced work environment.
- Valid driver's license with reliable form of daily transportation and/or vehicle insurance.
- Satisfactorily pass a background check.
- Excellent facilitation, and program directing skills.
- Excellent organizational, problem solving, interpersonal, and conflict management skills.
- Strong communication skills (verbal and written) with an attention to detail.
- Strong knowledge of human relations issues, including understanding of the oppression and privilege models.
- The ability to work independently and properly manage time to meet deadlines.
- The ability to understand, analyze, and manage complex human relations issues; develops a deep understanding of human relations curriculums.
- The ability to relate well with people from diverse backgrounds, both in groups and individually, including but not limited to youth, adults, school representatives, and nonprofit professionals.
- Experience with Microsoft Office programs and Google Applications.

INTERVIEW PROCESS AND TIME COMMITMENT

Inclusive Communities utilizes a three (3) part interview process as follows:

- 45-minute telephone or zoom interview
- 90-minute panel and presentation interview, in-person or via Zoom
- 60-minute final interview, in-person or via Zoom

To apply email Dominic Green, Director of Programs & Faculty, at Dominic@Inclusive-Communities.org and Veronica Switzer, Programs Manager at Veronica@Inclusive-Communities.org.