

Program Partner

Pillar: Programming

Supervisor(s): Programs Manager (PM)

Start Date: August 1, 2023 (flexible)

Application Deadline: June 1, 2023

Work Hours: 40 per week, Monday – Friday (some weekends and evening)

Salary: \$42,500-47,500 plus benefits



ORGANIZATIONAL OVERVIEW

Inclusive Communities (IC) 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 and self-motivated individual eager to lead and engage a room full of people in conversations related to Diversity, Equity, and Inclusion. This position supports the overall coordination and execution of Inclusive Communities' programs, which include but are not limited to, inclusion workshops for corporate, non-profit, educational, and faith-based communities. This individual will assist our IncluCity Programs Manager in our IncluCity student leadership program which serves high-school aged youth. This individual will also help inform curriculum development to ensure the efficacy of our programs. The Program Partner reports to the Programs Manager by whom the specifics and parameters of the job are further defined.

Responsibilities:

- The primary responsibility of this role will be to assist in and implement the overall delivery and facilitation of Inclusive Communities youth, community, and business workshops and programming
- Support the IncluCity Program Manager with the execution of the IncluCity program including attending all IncluCity camps (approx. 3 camps/year)
- Assist the PM and the programs team in reviewing and developing program curriculum for various audiences
- Collaborate with the Volunteer and Faculty Manager (VFM) to provide programmatic volunteers when needed
- Collaborate with the Operations pillar regarding operation logistics and social media outreach when needed
- Support the outreach efforts for all Inclusive Communities activities including all IC special events such as the annual IC fundraiser
- Support administrative and operational services including collecting program evaluations for every facilitation, accurately documenting program participation, and collecting and entering data as needed
- Collaborate across IC pillars (Programming, Operations, Development, Culture and Sustainability) including attending all required internal team meetings
- Provide other program support including attending assigned partner meetings and collaborative activities
- Assist in providing input for program and grant reports
- Other related duties and/or expectations as assigned

Skills and Competencies:

- A personal vision of communities built on justice, respect, and inclusion for all
- An Associates or Bachelors degree in a relevant field (i.e. sociology, human relations, communication, education) OR 3 years of relevant work experience OR a combination of relevant work experience and education
- 1-3 years of experience in education and/or group facilitation
- Strong facilitation and communication skills (verbal and written)
- 1-3 years of experience working with adolescent youth, preferred
- Well-developed skills in staying organized, working independently, determining priorities, managing your time, problem-solving and paying attention to detail
- Comfortability in developing interpersonal relationships and engaging in conflict-resolution
- The ability to interact effectively with people from diverse backgrounds, including but not limited to youth, school representatives, business and nonprofit professionals, faith-based and community members
- Experience engaging other people in conversations related to diversity, equity, inclusion and/or belonging, preferred
- Ability to engage and co-exist respectfully with fellow staff members and volunteers, from diverse backgrounds
- Patience, active listening, and an ability to embrace multiple perspectives
- Ability to work some evenings and weekends as needed
- Bi-lingual language abilities in Spanish is a plus
- Comfortability in a fast-paced work environment and working within ambiguity
- Valid driver's license with reliable form of daily transportation and/or vehicle insurance
- Satisfactorily pass a background check
- Experience with Microsoft Office programs and Google Applications

Benefits to include: Vision, Dental, and Medical insurance, unlimited PTO, 403B retirement plan, mileage reimbursement, sick time, and flexible work location

INTERVIEW PROCESS AND TIME COMMITMENT

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

- 50-minute telephone or Microsoft TEAMS interview
- 60-minute interview with Program Manager, telephone or Microsoft TEAMS interview
- 2, 60-minute panel interviews and 1 prepared 15-minute presentation, in-person

To apply email your resumé and cover letter to Brittany Wright, Director of Operations, at Brittany@inclusive-communities.org