

Detailed Job Description: **EDUCATIONAL PROGRAMS COORDINATOR**

SUMMARY: The Educational Programs Coordinator works under the supervision of the Director of Programs to design, coordinate, deliver, and evaluate diversity and inclusion programs conducted primarily for middle school and high school populations across Virginia.

KEY RESPONSIBILITIES:

- Coordinate and plan programs, events, and conferences primarily for middle school and high school youth.
- Facilitate Virginia Center for Inclusive Communities' standard curriculum programs.
- Develop customized programs for Virginia Center for Inclusive Communities' clients.
- Develop and maintain community and professional networks across the state to inform and implement Virginia Center for Inclusive Communities' program work.
- Promote and market Virginia Center for Inclusive Communities' programs.
- Recruit, train, and maintain a strong and diverse pool of volunteer/contract staff to help deliver Virginia Center for Inclusive Communities' programs.
- Document all program planning, policies, procedures, practices, and logistics to ensure quality control and sustainability.
- Write or assist in writing grant and program funding proposals.
- Support organizational outcome tracking and evaluation procedures for programs.
- Assist with logistics as needed to support program implementation.
- Support relevant efforts related to program growth outlined in the VCIC Strategic Plan.
- Perform additional duties designated by the President & CEO and Director of Programs to achieve success of programs and meet mission of the Virginia Center for Inclusive Communities.

SKILLS/ABILITIES/EXPERIENCE:

- A strong personal commitment to the Virginia Center for Inclusive Communities' mission and work.
- Ability to develop and implement programs related to the Virginia Center for Inclusive Communities' mission, vision, and philosophy.
- Demonstrated strong facilitation and group leadership skills.
- A familiarity with and understanding of issues of diversity and inclusion, with knowledge of how those issues are particularly navigated in the Commonwealth of Virginia.
- Experience working with youth, schools, businesses, as well as elected and government officials, interfaith, and/or community groups.
- Experience working in a leadership capacity with diverse groups.
- Adaptability in fast-paced working environment.
- Ability to manage multiple tasks and take initiative independently.
- The ability to collaboratively develop curriculum for educational programming.
- Good organizational and interpersonal skills.
- Strong presentation, oral, and written communication skills.
- An understanding of assessment and measurement tools.
- Computer proficiency in Windows/Microsoft Office environment.



- Willingness and flexibility to engage in occasional weekend, evening, and overnight residential programs.
- Must have own car, valid driver's license, and auto liability insurance.
- Must be able to lift, push, and pull up to 30 pounds.
- Spanish-language proficiency preferred.
- BA or equivalent in a related field preferred, plus minimum of 3 years' experience in program administration and work in the fields of education, organizational development, diversity, and/or change management.

SALARY:

- Full-time annual salary commensurate with experience.
- Excellent benefits package, including medical, dental, and retirement.
- This is an exempt position.

ORGANIZATION BACKGROUND:

The Virginia Center for Inclusive Communities works with schools, businesses, and communities to achieve success by addressing prejudices, in all forms, in order to improve academic achievement, increase workplace productivity, and enhance local trust. Through workshops, retreats, and customized programs that raise knowledge, motivation, and skills, VCIC develops leaders who work together to achieve success throughout the Commonwealth.

Our organization traces its roots back to 1935 in Virginia. With a lengthy and rich history, we have been destined to change with the times, even as we work to change the times in which we live. Originally founded as the Virginia Region of the National Conference of Christians and Jews, the Virginia Center for Inclusive Communities has concluded our association with NCCJ and has joined with many of our fellow offices across the country to form the National Federation for Just Communities, a new movement fighting prejudice in all its forms.

The Virginia Center for Inclusive Communities is an equal opportunity employer.

TO APPLY: Send cover letter & resume by September 21, 2018 to:

Jonathan Zur
President & CEO
Virginia Center for Inclusive Communities
5511 Staples Mill Road, Suite 202
Richmond, VA 23228
Fax: (804) 515-7177
Email: contact@inclusiveVA.org

No phone calls or visits, please.