

Detailed Job Description:

EDUCATIONAL PROGRAMS COORDINATOR

SUMMARY: The Educational Programs Coordinator works under the general supervision of the Vice President of Programs to design, coordinate, deliver, and evaluate diversity and inclusion programs conducted primarily for students and educators across Virginia.

KEY RESPONSIBILITIES:

- Facilitate Virginia Center for Inclusive Communities' standard curriculum programs.
- Write and deliver curriculum that aligns with the Virginia Center for Inclusive Communities' approach.
- Develop customized programs for Virginia Center for Inclusive Communities' clients.
- Coordinate and plan programs, events, and conferences primarily for students and educators.
- 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.
- 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 and reports.
- Support organizational outcome tracking and evaluation procedures for programs.
- Assist with logistics as needed to support program implementation.
- Advance relevant priorities as outlined in the VCIC Strategic Plan.
- Perform additional duties designated by the CEO and Vice President 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.
- Experience writing curriculum.
- 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 and schools.
- 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.
- Ability to pass a background check and no conviction of barrier crimes.
- 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.

COMPENSATION & BENEFITS:

- The salary range for this position is \$45,050 - \$60,950 based on relevant professional-level work experience. To preserve the opportunity for advancement, VCIC does not usually hire above the mid-point of the range (\$53,000).
- VCIC offers excellent benefits, including health and dental coverage (with an 80% contribution for employees and 50% contribution for dependents); annual allotment of 15 vacation days (which increase with years of service), 15 medical days, 4 personal days, and 11 paid holidays; match of the employee's 403(b) contribution from 3% to 12%; paid family leave; YMCA membership for the employee and family members; and support for professional development with supervisor approval.
- This is an exempt position.
- This position will work from the VCIC State Office based in Richmond, with occasional evening or weekend responsibilities as required to meet the needs of the role. Hybrid flexibility is possible with supervisor approval.

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.

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

TO APPLY: Send cover letter & resume by January 30, 2024 to:

Jonathan Zur
President & CEO
Virginia Center for Inclusive Communities
5511 Staples Mill Road, Suite 202
Richmond, VA 23228
Email: contact@inclusiveVA.org

Be sure to specify "Educational Programs Coordinator" in your cover letter. No phone calls or visits, please.