



## Building Bridges Program Coordinator - School Leadership Job Description

### ABOUT THE ORGANIZATION

The California Conference for Equality and Justice (CCEJ) is a human relations organization dedicated to eliminating bias, bigotry and racism through education, conflict resolution and advocacy.

Since 1963, CCEJ has worked to transform communities to end discrimination, oppression and injustice. Our programs raise awareness, heal conflicts and bridge differences. They operate at two distinct levels: at the interpersonal level, changing hearts and minds with youth, adults and community leaders; and at the systemic level through policy shifts and engaging community to advocate for structural change. CCEJ works in many contexts where differences and conflict exist and can be resolved—in schools, businesses and neighborhoods. Embracing differences and striving for understanding and inclusivity, CCEJ seeks to build a unified, peaceful and safe Southern California, with justice for all.

### OUR APPROACH

Central to CCEJ's work is an anti-oppression and liberatory framework that guides our approach. Within this are the following guiding principles:

- **No one is disposable:** Everyone is important and we need everyone in this work.
- **Forgiveness and redemption are critical parts of justice.**
- **The United States was built on oppression:** Changing how it fundamentally works is the only way to truly end oppression for all.
- **No one is free until all of us are free:** Oppression and justice for all of us are interconnected.
- **Justice can only be achieved together:** Working for justice demands that we build solidarity and work to be allies.
- **Another world is possible:** Oppression can and will end through our collective work.
- **Healing work is justice work:** In order for us to work for the long run, we must center self-care, healing and building resilience in our process.

CCEJ integrates a "**Head, Heart and Hand**" approach in all of our work. We believe that opportunities for learning and growth exist at every point of conflict, interaction and sharing. Dialogue is central to our process. It is difficult and uncomfortable, and requires vulnerability, courage and openness to unpack the issues we explore.



We integrate anti-oppression education (common language, definitions, terminology, concepts) with experiential activities and dialogue (personal story-telling, circle practice, courageous conversations). We approach our partnerships with the recognition that all of us hold powerful knowledge and experiences that can be activated in the service of challenging oppression.

Our pedagogical approach centers around the use and uplifting of personal stories and experiences for the purposes of learning. Throughout our trainings and programs, CCEJ staff are intentional about utilizing trauma informed and restorative practices in our approach. We look to leverage strong relationships in training spaces to encourage risk-taking, honesty, and curiosity.

### ABOUT THE DEPARTMENT

Building Bridges for Youth works to develop young people's (ages 12 - 25) knowledge of inequities in their families, schools and communities, so they can begin practicing, by themselves and with others, ways to challenge and transform those inequities.

Building Bridges for Youth offers structured opportunities for young people to engage in dialogue across differences so they can build the authentic bonds necessary to create real alliances for justice in Southern California's communities. Fueled by community volunteers, our programs connect youth to a wide range of well-trained adults passionate about helping youth become empowered advocates for justice. With over 30 years of experience, Building Bridges for Youth has served over 14,000 young people across Southern California.

### POSITION OVERVIEW

The Building Bridges Program Coordinator - School Leadership plays a critical role in the successful implementation of CCEJ youth based programs serving thousands of youth across Southern California. Reporting to the Director of Building Bridges for Youth, the Program Coordinator is responsible for the coordination of all operations related to the effective implementation of school-based youth programs including but not limited to: *Conscious Classrooms* and the *Building Bridges Clubs Alliance*.

*Conscious Classrooms* is a 10-hour program that provides school-based cohorts of middle and high school students with structured exploration, critical reflection, and planning for action across a range of social justice topics including, social-emotional learning, immigration, gang violence, gender norms, LGBTQI+ history, and ethnic studies. This program utilizes a Common Core- and California standards-aligned,



critical thinking-focused curriculum and currently serves middle and high schools, with a planned expansion into K-5 grades. Program is delivered through volunteer facilitators, recruited, trained, and supervised by Program Coordinator.

*Building Bridges Clubs Alliance* is a leadership development program that supports a network of student-led social justice clubs in schools. This program provides students with tailored curricula, packaged resources, training, and networking opportunities with other school clubs. Club support is designed to maximize impact of Building Bridges clubs on social justice issues in schools, and create more just and inclusive schools.

The Program Coordinator will also support the implementation of CCEJ's other youth programs, including overnight retreats, volunteer training, and customized fee-for-service trainings.

#### RESPONSIBILITIES INCLUDE:

- Design, deliver, and evaluate *Conscious Classrooms* and *Building Bridges Clubs Alliance* programs;
- Lead prospecting, marketing, and partnership exploration of *Conscious Classrooms* and *Building Bridges Clubs Alliance* to local agencies, schools, and private and public entities, and other potential fee-for-service partners;
- Design recruitment materials and brochures for multiple audiences, including youth, educators, and administrators;
- Ensure linkage of students and schools to other Building Bridges for Youth and CCEJ programs during and after *Conscious Classrooms* programming at school sites;
- Design, pilot, deliver, and evaluate new curricula and tools for *Conscious Classrooms* and *Building Bridges Clubs Alliance* programs to meet needs of students, school staff supporters, and schools;
- Maintain a strong relationship with staff and students at schools where CCEJ provide services;
- Support students in creating and sustaining *Building Bridges Clubs* after participation in Building Bridges Camp;
- Provide on-going support to members of *Building Bridges Clubs Alliance* through after-camp visits, regular site visits at school sites, regular gatherings of the Alliance, and development of materials, resources, and other collateral.;



- Mobilize Building Bridges Clubs for community events, CCEJ-related campaigns, or other advocacy opportunities;
- Make all logistical arrangements for assigned programs including scheduling, assignment of volunteer facilitators, and material preparations; send meeting reminder notices at least two weeks in advance of all events and call to remind invited attendees the day before;
- Recruit, train, and provide continuing development for sustainable cadre of volunteers;
- Co-manage Building Bridges internship program with other staff;
- Supervise 1-2 interns per school semester;
- Prepare all necessary supplies, materials and refreshments for programs, including trainings, meetings, and events;
- Develop assessment and measurement instruments for evaluating current/future programming where appropriate;
- Support other Building Bridges for Youth programs as needed;
- Encourage, promote and facilitate community, conversations/dialogues and educational forums, as needed;
- Monitor program budgets and expenses with an effort to economize on expenses.

## QUALIFICATIONS

The successful candidate will demonstrate the following:

### Required

- At least four years of experience in designing, implementing, and evaluating informal learning content for K-12 youth in and out of school settings;
- Extensive experience in designing, implementing, and evaluating training, facilitation, and dialogue for varied groups, including youth, educators, and community members;
- At least four years of experience working in social justice field with intersectional lens of power and liberation;
- At least two years of experience in program expansion;
- Experience in building fee-for-service partnerships with school districts, youth groups, group homes, and other youth service providers;
- Experience working with and supervising volunteers;
- Strong commitment to CCEJ's mission and work;
- Knowledge of computer software programs (Microsoft Office Suite, Adobe Acrobat) ;



- Strong ability to be self-motivated in executing work responsibilities;
- Highly organized, proactive and detail-oriented, with the ability to effectively and efficiently manage deadlines and multiple tasks;
- Ability and willingness to regularly work weekends and evenings;

**Preferred**

- Knowledge of and experience utilizing Common Core curricular standards in learning content design;
- Experience with Restorative Justice practices;
- Bilingual Spanish/English strongly preferred

**SALARY & BENEFITS**

Salary range is \$48,000 - \$55,000. This position is full time, non-exempt. Compensation is based on experience. Benefits include medical, dental, vision, Life/ADD/LTD insurance, 403b retirement matching and generous vacation, sick and wellness accrual.

Please submit a cover letter and resume with subject line *"Building Bridges Program Coordinator - School Leadership"* to Daniel Solis, Associate Executive Director, at [dsolis@cacej.org](mailto:dsolis@cacej.org) by **Monday, February 25, 2019, 5pm.**