



## Building Bridges Program Coordinator - School Leadership Job Description

### ABOUT THE ORGANIZATION

The California Conference for Equality and Justice (CCEJ) is 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 VALUES

CCEJ uses an anti-oppression and liberatory framework to guide our work and organizational culture. 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.
- **Restorative choices are always available to us:** Responding to conflict in ways that build accountability and trust is always a choice we can make.
- **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.

### ABOUT THE TEAM

CCEJ's Building Bridges for Youth program nurtures young people's (ages 12 - 25) power and leadership to challenge and transform inequities in their families, schools and communities. 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. Supported by community volunteers, our school and community 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 more than 14,000 young people across Southern California.

## POSITION OVERVIEW

CCEJ seeks a seasoned person that is values-driven, adaptive, self-directed, and passionate about providing young people with the highest quality of services, to join our team as the Building Bridges Program Coordinator - School Leadership. The Building Bridges Program Coordinator - School Leadership plays a critical role in the successful implementation of CCEJ youth-based programs serving youth across Southern California. Reporting to a Program Director, 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. 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.

*Building Bridges Clubs Alliance* is a leadership development program that supports a network of student-led, adult-supported social justice clubs in schools. This program provides students with tailored curricula, packaged resources, training, and networking opportunities with other school clubs. Club support, which includes partnership with adult allies at school sites, 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 also supports the implementation of CCEJ's other youth programs, including overnight retreats, volunteer training, and customized fee-for-service trainings.

If you were the Coordinator right now, you would potentially be:

- Coordinating online *Conscious Classrooms* units for all students at two partnering high schools
- Leading *Teaching for Justice Institute* for a cohort of teachers and district staff from a K-12 school district
- Onboarding new volunteers to become *Conscious Classrooms* facilitators

CCEJ is operating remotely during the ongoing COVID-19 pandemic. The Program Coordinator, like all CCEJ staff, will work remotely until guidance from public health officials indicates that it is safe to return to in-person work.

## RESPONSIBILITIES INCLUDE:

### School Programs Delivery (55%)

- Design, deliver, and evaluate *Conscious Classrooms* and *Building Bridges Clubs Alliance* programs
- 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

- 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
- 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

#### Partnership Development (15%)

- Support 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
- Maintain a strong relationship with staff and students at schools where CCEJ provide services

#### Volunteer Management (20%)

- Recruit, train, and provide continuing development for sustainable cadre of volunteers representative of communities served by CCEJ

#### Other Responsibilities (10%)

- Co-manage Building Bridges internship program with other staff
- Support other Building Bridges for Youth programs as needed
- Support monitoring program budgets and expenses with an effort to economize on expenses
- Collect demographic and other data for internal and external reporting purposes

## 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
- Experience in building fee-for-service partnerships with school districts, youth groups, group homes, or other youth service providers
- Experience working with and supervising volunteers
- Demonstrated experience working in a respectful and collaborative manner with marginalized communities targeted by the systemic inequities, such as People of Color, LGBTQIA+ communities, youth, people with disabilities, religious minorities, and immigrant communities
- Proficient understanding of Google Suite (including Gmail, Docs, Forms, Slides, Sheets, Jamboard, and Google Sites), Zoom, Microsoft Office Suite, and 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 work weekends and evenings on a regular and consistent basis
- Must have valid California Driver's License, reliable transportation and proof of insurance

## Preferred

- Knowledge of & experience using Common Core standards in curriculum design
- Experience with Restorative Justice practices
- Bilingual in English and Spanish or Khmer

## SALARY & BENEFITS

This position is full-time, exempt. Salary range is \$52,000 - \$55,000. Compensation is based on experience. Benefits include medical, dental, vision, Life/ADD/LTD insurance, 403b retirement matching and generous vacation, sick and wellness accrual, and funded professional development.

## APPLICATION PROCESS

Please email your resume and responses to the below questions with the subject line *"Building Bridges Program Coordinator - School Leadership"* to Daniel Solís, Associate Executive Director at [info@cacej.org](mailto:info@cacej.org). Cover letters are not required. Applications submitted by March 12, 2021 at 5:00pm will be prioritized. We are unable to respond to direct inquiries about this position (emails, phone calls, etc). Please submit your information following the process. Thank you in advance for your interest.

In no more than 200 words per question, please share your responses to the following:

1. CCEJ is a values-driven organization where we consistently reflect on and seek to activate our core values in decision-making, program delivery, relationships, and other key parts of our organizational culture.
  - *What values are central to your work and how do you activate them day-to-day?*
2. Working in a nonprofit organization offers the opportunity to directly address structural problems in society that create inequities and strip away people's human dignity. CCEJ's pursuit of our mission often requires periods of intensive work to reach our goals.
  - *How do you take care of yourself and set healthy boundaries during periods of focused and intensive work?*
3. Conflict is an important part of CCEJ's mission and work. We approach conflict as a healthy and necessary part of relationships between individuals and within communities. We believe that engaging with conflict directly and honestly can serve as a path for change and justice.
  - *How do you engage in conflict at work?*
  - *What are the places you are still growing in?*
4. CCEJ provides all staff with regular Thinking & Reflection Days to support staff to take time to reflect, process, think, create, draw, write, or read on topics that expand their capacity to better reach our mission.
  - *What would your first Thinking & Reflection Day look like?*

*CCEJ's work is focused on building individual and collective power to end structural forms of oppression and cannot happen without all of us. For this reason, CCEJ strongly encourages and welcomes applications from Black people, Indigenous people, LGBTQI+ people, women, people of color, people from working class backgrounds, religious minorities, and people with disabilities.*