



Director of Illuminar: Training & Coaching for Justice 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

Illuminar: Training and Coaching for Justice is CCEJ's interdisciplinary team that provides experiential and innovative training, coaching, strategic planning, facilitation, and other technical assistance services rooted in Racial Justice and Restorative Justice for schools, workplaces, colleges and universities, families, and community settings. Inspired by the power of light in many forms to shift our perspective and understanding - especially around topics that we might prefer stay unexamined - Illuminar specializes in training and coaching services focused on building cultures of real equity and healthy conflict. In 2020, Illuminar provided trainings and coaching for over 50 contract partners, serving hundreds of individuals. Illuminar also produces CCEJ's podcast series - *Whatchu Know about RJ?* The series features interviews, storytelling, and experimental audio formats from Restorative Justice practitioners to highlight the interdisciplinary spectrum of Restorative Justice facilitation and theory, with topics such as: creativity, communication, relationships, and justice.

POSITION OVERVIEW

CCEJ seeks a seasoned person that is values-driven, adaptive, self-directed, and passionate about providing individuals, teams, and organizations with the highest quality of services, to join our team as Director of Illuminar: Training & Coaching for Justice. The Director will lead the successful implementation of CCEJ fee-for-service trainings, coaching, and other technical assistance services in a wide range of contexts. The Director works with Illuminar staff and independent contractors to develop training and coaching content that furthers the adoption of anti-oppression and Restorative Justice frameworks in practices to create real transformation for equity, healing, and justice. The Director reports to the Associate Executive Director.

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

- Managing multiple Racial Justice training series for departments at a university
- Coordinating inaugural cycle of *illume: Restorative Culture Shift Institute*, CCEJ's training program for individual Restorative Justice practitioners
- Meeting with potential fee-for-service partners to assess service needs and fit with CCEJ's approach
- Overseeing adaptation of core trainings in online format for COVID-19 safety

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

RESPONSIBILITIES INCLUDE:

Department Leadership (40%)

- Lead department staff in developing and implementing standardized core series of trainings focused on establishing and sustaining changes in culture, policies, and practices through anti-oppression and Restorative Justice frameworks
- Lead department staff in developing and updating technical assistance tools (activities, worksheets, planning tools, circle guides, etc.) focused on supporting core trainings
- Develop, implement and review all assessment and measurement instruments for evaluating current/future programming where appropriate and incorporating data into future program design
- Design, pilot, deliver, and evaluate new curricula and tools to meet emerging needs of current and potential fee-for-service partners
- Support department staff with the latest research, evaluation and literature to keep implementation of all programs at the highest quality possible
- Oversee data tracking for department and ensure that all appropriate reporting is conducted in compliance with grants and contracts
- Develop and manage department budget and expenses with an effort to economize on expenses
- Ensure that all organizational policies and procedures are consistently followed
- Provide direct training and coaching services to fee-for-service partners as needed

Partnership Development (25%)

- Lead prospecting, marketing, and partnership exploration to businesses, colleges & universities, K-12 schools, government agencies, and other potential fee-for-service partners

- Work closely with prospective clients to understand their partnership needs and/or mission objectives and match those with deliverable solutions
- Maintain a strong and ongoing relationship with current and past fee-for-services partners
- Conduct presentations to potential partners on training and technical assistance services as needed

Staff Supervision (25%)

- Supervise department team of 3 full-time staff, providing ongoing support and oversight in work performance, program delivery, staff morale, and professional development
- Conduct regular structured reviews of individual staff's work performance in line with organizational standards and best practices
- Plan and lead regular department meetings focused on departmental work, individual work planning, and community building

Organizational Leadership & Responsibilities (10%)

- Serve as an active member of CCEJ's Management Team in providing leadership on organizational needs
- Engage in select foundation fundraising, including proposal development, providing report information, general stewardship and leading site visits
- Provide support and participation for organization-wide development efforts and events

QUALIFICATIONS

The successful candidate will demonstrate the following:

Required

- At least three years of experience in a senior level staff position responsible for program leadership and staff management
- At least five years of experience in designing, implementing, and evaluating training programs focused on anti-oppression education or Restorative Justice
- 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
- Demonstrated experience in building fee-for-service partnerships with a focus on businesses, colleges & universities, and K-12 schools
- 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 regularly work weekends and evenings
- Must have valid California Driver's License, reliable transportation and proof of insurance.

Preferred

- Experience with using Restorative Justice practices in workplace settings;
- Bilingual in English and Spanish or Khmer

SALARY & BENEFITS

This position is full time, non-exempt. Salary range is \$65,000 - \$68,000. Compensation is based on experience. Benefits include medical, dental, vision, Life/ADD/LTD insurance, 403b retirement matching and generous vacation, sick and wellness accrual, as well as funded professional development.

APPLICATION PROCESS

Please email your resume and responses to the below questions with the subject line “*Director of Illuminar: Training & Coaching for Justice*” to Daniel Solís, Associate Executive Director at info@cacej.org. Cover letters are not required. Applications submitted by March 19, 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.