Agency Mission
“InterFaith Works, through education, service, and dialogue, affirms the dignity of each person and every faith community, and seeks to build relationships and understanding among us.”

Agency Vision Statement
“InterFaith Works builds bridges of understanding to affirm the dignity of all people in Central New York. Working with the different faith communities and the diversity of the region’s people, we address deeply embedded social divisions. Informed and influenced by the values and ethics of the faith traditions, we work with the community to find common ground on its issues. Using the tools of interfaith and cross-cultural dialogue, we create life-changing experiences that lead to actions for the creation of a more equitable and loving community.”

The El-Hindi Center for Dialogue
IFW has established the Ahmad and Elizabeth El-Hindi Center for Dialogue (CfD) to build upon several successful models of dialogue that are currently part of the agency: Community Wide Dialogue to End Racism, Police-Community Dialogue, Courageous Conversations about Race, College Campus Dialogues, Seeds of Peace, Sustained Dialogues for Communities in Confictual Relationships, Starting Small School Exchanges, Workplace Dialogues, and InterFaith Dialogues. The Center for Dialogue assists existing community and organizational capacities to more fully actualize the use of the dialogue-to-action model to address critical issues through cross-cultural dialogues. IFW asserts that these kinds of dialogue add value to community planning processes that leads to lasting, positive change. The dialogue process as conducted by IFW builds the capacity of the community through training and support of multiple sectors in the community. This is achieved both through facilitation of the dialogue circles and the training of community members in the methods of constructive engagement that influence public policy and community problem solving.

Dialogue, as practiced by the El-Hindi Center for Dialogue, is a structured, facilitated conversation among groups of 8-15 people to have brave conversations with each other on difficult topics, such as racism.

Position Summary:
The Dialogue Coordinator, under the guidance of the El-Hindi Center for Dialogue Director, is responsible for designing and delivering dialogue projects, training for facilitators to support those projects, and providing evaluation of dialogue projects.
**Qualifications and Skills:**
Individual should have experience in the practice and philosophy of dialogue as a tool for human and community transformation; skills in program development and delivery; experience in training design and delivery; high level of initiative and creativity; proven ability to be an effective project manager; ability to handle a variety of tasks and responsibilities simultaneously and effectively; ability to work with diverse groups of people with diplomacy and discretion; ability to communicate and collaborate effectively. Preference given to candidates with evidence of dialogue and/or facilitation work experience.

- Strong oral and written communication skills.
- Strong community organizing skills.
- Candidate should possess a desire to improve race and ethnic relations in our community, and should have already engaged in a personal exploration of the effects of racism in his/her own life.
- Comfort and experience in facilitating group dialogue.
- Comfort in diverse, intercultural settings.
- Ability and willingness to collaborate on development of guides for all dialogue projects.
- Flexibility of scheduling to meet partner needs.
- Reliable transportation within Syracuse and surrounding suburbs.
- Strong abilities in Microsoft Word, EXCEL, and Power Point.

**Essential Functions:**

*Program Development & Evaluation*
1. Coordinate dialogue programs as assigned.
2. Develop dialogue guides and other print materials for all assigned dialogue projects.
3. Evaluate and report the outcomes of assigned dialogue projects, including submitting reports to stakeholders and to funders.
4. Develop project work plans to carry out assigned work.

*Training and Facilitation*
1. Design, conduct, and evaluate training of assigned projects.
2. Assist dialogue teams in the recruitment of facilitator teams.
3. Facilitate, as necessary, selected youth and adult dialogue circles.

*Grant Writing/Fund Raising, with the support and approval of the Center for Dialogue Director:*
1. Develop grant applications.
2. Build relationships with funders, including timely and accurate reporting.
3. Assist in the development and implementation of fundraising events for CfD, including the Duck Race to End Racism and the annual Racial Justice Awards.
4. Support program expansion by participating in meetings with current and potential new program partners.

*Organizational Development*
1. Create and maintain positive relations with partner agencies to facilitate cooperative project development.
2. Assist the Director in other El-Hindi Center for Dialogue activities.
**Records Management**
1. Maintain records for assigned dialogue projects.
2. Submit timely reports to the Director.

**Management and Supervision**
1. Abide by a strict code of confidentiality in all matters related to IFW and its members.
2. Oversee interns and community volunteers as needed.
3. Adhere to agency Personnel Policies.

**Level of Decision Making Responsibility:**
Medium

**SALARY and BENEFITS:**
Commensurate with skills and experience. Excellent benefits and vacation/holiday package. Positive, diverse work environment.

To apply, please submit your resume, cover letter, and brief writing sample to:

H.R. Administrator
InterFaith Works
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