Ahmad and Elizabeth El-Hindi Center for Dialogue Job Description

Position Title: Dialogue and Events Coordinator
Department: El-Hindi Center for Dialogue
Reports To: Program Director
Date Created: March 2020

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."

Creation of the Center for Dialogue
IFW created the Ahmad and Elizabeth El-Hindi Center for Dialogue (CfD) to build upon several successful models of dialogue: Community Wide Dialogue to End Racism, Courageous Conversations about Race, Seeds of Peace, Sustained Dialogues for Communities in Confictual Relationships, Police-Community Dialogues, College-based Dialogues, Interfaith Dialogues, and Workplace Dialogues. The Center for Dialogue builds the capacity within the organization and within the community 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.

Position Summary:
The Events and Dialogue Coordinator, under the guidance of the Program Director, is responsible for the leadership of selected annual dialogue projects and training for facilitators to support those projects, and for special events functions of the Ahmad and Elizabeth El-Hindi Center for Dialogue.

Qualifications:
Individual should have experience in, or interest in acquiring and applying, the practice and philosophy of dialogue as a tool for human and community transformation; ability to apply a racial equity lens to the agency’s work; skills in human service administration; demonstrated administrative experience including meeting management and coordination of special events; awareness of and interest in the Central New York region; high level of initiative and creativity; ability to effectively manage a variety of tasks and responsibilities; ability to work with diverse groups of people with diplomacy and discretion; excellent organizational/office skills; excellent public communication skills; experience in community organizing; and a college degree or 3 years equivalent experience with events or demonstrated project management.
**Essential Functions:**

**Program Development & Evaluation**
- Dialogue guide development
- Outreach and recruitment of dialogue participants
- Recruit facilitator teams and supervise volunteer and contracted facilitators
- Design, conduct, and evaluate facilitator training
- Facilitate selected youth and adult dialogue circles.
- Manage the logistical arrangements for dialogue circles
- Evaluate and report the outcomes of dialogue projects, including submitting reports to stakeholders and to funders.

**Special Events Coordination and Support**
- Volunteer and committee management
- Event production
- Fundraising efforts

**Community and Public Relations**
- Represent InterFaith Works to the community to promote understanding and supportive relationships
- Participates in appropriate community organizations and coalitions that further the work of CfD
- Promotes internal agency-wide positivity.

**Records Management**
- Maintain records for assigned dialogue projects.
- Submit timely reports to the Director.

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

**Other duties as assigned**

**EDUCATION AND EXPERIENCE:**
Bachelor’s degree or a minimum of 3 years work related experience, with an emphasis on having managed events. Preference given to evidence of prior group facilitation or training experience.

**SKILLS AND QUALIFICATIONS:**
- 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.
- Ability and willingness to collaborate on development of guides for all dialogue projects.
- Reliable transportation within Syracuse and surrounding suburbs.
- Strong abilities in Microsoft Word, EXCEL, ACCESS, Outlook and Power Point.

**Level of Decision Making Responsibility:**
High
**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  
1010 James Street  
Syracuse, NY 13203  
Email: mmorral@ifwcny.org