



## El-Hindi Center for Dialogue & Action

**Position Title:** Youth Dialogue Coordinator  
**Department:** Center for Dialogue & Action  
**Reports To:** Program Manager, Center for Dialogue & Action  
**Responsibility:** Mid level of Decision Making  
**FLSA Category:** Full-time, Non-exempt  
**Date Created:** March 2024  
**Pay Rate:** \$45,000

### Agency Mission

“InterFaith Works affirms the dignity of each person and every faith tradition, builds racial and religious equity, and creates bridges of understanding among us.”

### Position Summary

This person would be excited to engage youth in Central New York (through the established programs listed below) in dialogue opportunities, leadership and facilitation trainings, and positive group development, in order to breakdown stereotypes, build bridges of understanding, and empower students to make change in their environments.

**Seeds of Peace (SoP):** Bring together Syracuse City School District’s high school students to build strategic relationships, support school-based clubs, provide facilitation trainings, and coordinate a summer program, including a week-long overnight camp and summer program, and ongoing leadership development opportunities and action projects.

**School Dialogues:** Assist the Program Manager in facilitation and coordination of School Dialogues, which can include dialogue exchanges between two schools, or dialogue programs within one school, all which engage students in activities and dialogues about identity, race, equity, belonging, and action to promote positive change. School Dialogue programs are implemented in 10 school districts and almost 30 schools across Central New York, from grades 4-12.

### Essential Functions

#### **Syracuse Seeds of Peace, School Year**

*Description:* Coordinate, manage, and support student and adult SoP leaders, school clubs, inter-school activities, extra-curricular opportunities, and evaluation.

- Determine the nature of the SoP activities for each school building in consultation with the student Seeds and with the principal and adult ally at each school
- Recruit, develop, and support the adult allies at each of the 5 SCSD high schools, defining their scope of work with the SoP project for their school.
- Support school clubs and activities at all 5 SCSD high schools
- Coordinate a Syracuse Seeds of Peace Leadership Council, which consists of students, adult allies, and community stakeholders with the goal of providing student leadership development, and planning and implementing inter-school activities.
- Maintain records of the program participants
- Submit regular program reports

#### **Syracuse Seeds of Peace, Summer Program**

*Description:* Coordinate and implement a 2024 summer camp and leadership program for up to 20 students which includes a week-long overnight camp followed by continued summer program sessions in the areas of leadership,

team building, and education. The summer program will engage students from Syracuse City School District and other high schools to build strategic relationships, create positive change, participate in educational opportunities, and plan for the upcoming school year.

- Work closely with the Program Manager to plan for the summer program in collaboration with Seeds of Peace, camp rental facilities, the Summer Fellows Program, and its funders.
- Recruit student applicants, conduct interviews, and make the final selection of participants
- Recruit and oversee facilitators, counselors, guest speakers, and community partners.
- Organize logistics including but not limited to: daily agendas, meals, facilitation guides, and activities
- Oversee and manage the implementation of the summer program
- Adhere to budget and other program or legal requirements
- Collect program data and create a final program report

### **School Dialogue Program**

*Description:* The Center for Dialogue and Action coordinates dialogue-to-action programs in schools across Onondaga County. The programs engage elementary, middle, and high school students, to discuss identity, stereotypes, privilege, systemic racism, and action.

- Assist in preparing and implementing facilitation trainings
- Coordinate, lead, and facilitate school dialogue programs during the school year, beginning in the fall of 2024
- Assist in Facilitator Community Development activities to support the educators and student leaders who support the program in their schools.
- Conduct debrief sessions upon dialogue completions; apply feedback to improve the program
- Assist in writing program reports

### **General**

- Offer organizational and administrative support to various departmental programs including our annual United We End Racism event and Racial Justice Awards
- Other duties as assigned

### **Qualifications and Skills**

- Bachelor's Degree
- Communication and Public Speaking
- Problem Solving
- Leadership and Organization
- Program Development
- Facilitation
- Youth Empowerment
- Microsoft Office
- Social Media
- Valid Driver's License

### **Hours of Work**

Office Hours are Monday-Friday, 8:30 AM-4:30 PM, and occasional nights and weekends as needed.

### **Benefits**

The person holding the position will be eligible for participation in benefits provided by InterFaith Works as detailed in the InterFaith Works Personnel Policy Manual.

The CDA team is proud to provide a welcoming, supportive, and team-focused work environment.

**To Apply:** Please send cover letter, writing sample, and resume to Melissa Morral at [mmorral@ifwcnyc.org](mailto:mmorral@ifwcnyc.org).