

Job Opening August 2020

NCCJ Programs Manager

Are you a social justice educator committed to working on inclusion and acceptance? Then come work for the National Conference for Community and Justice (NCCJ www.nccj.org). We provide highly regarded programs, conferences, public forums and dialogues for adult and youth audiences throughout Connecticut and Western Massachusetts.

We are currently recruiting a mission-driven **Programs Manager**, who will work on a team of four who deliver training and education programs that focus on diversity, equity and social justice to student and adult audiences.

This full-time position— based in Windsor, Connecticut— is available September 2020.

RESPONSIBILITIES:

Programs:

The Programs Manager helps market, coordinate, design, and facilitate NCCJ's highly regarded middle and high school youth programs:

- **NCCJ Bridges**, a two-day anti-bullying, prejudice-reduction program focused on identity; and
- **NCCJ ANYTOWN**, a six-day residential camp-like experience conducted 2-4 times annually and focusing on social justice issues, community-building and leadership for high school youth.
- **NCCJ RISE**, a five half-day virtual experience focused on social justice issues, leadership, community-building, and identity for high school youth.

Specific responsibilities include:

- Serve as liaison and consultant on social justice issues to partner schools with whom NCCJ has yearlong contracts, managing relationships with individual School Advisors (*regular check-ins, on-going meetings, school reports, support of in-school action clubs, etc.*).
- Mentor and support members of our **NCCJ Youth Action Coalition (YAC)**, a youth-led group designed to increase knowledge of and develop action around social justice issues.
- Keep abreast of social justice education and issues to support the ongoing development of our programs and curriculum

The Programs Manager may potentially also participate in the design and facilitation of NCCJ's highly regarded adult programs:

- **NCCJ Workplace**, custom-designed programs to support adult learners around issues of social justice, identity, diversity, equity, and inclusion.

Specific Responsibilities include:

- Work with the Director of Programs to develop and deliver curriculum for adult learners.
- Develop, evaluate, and write reports on program efficacy and outcomes.

Program Support/Administration

The Programs Manager works with the Director of Programs, Community Engagement Manager, and another Programs Manager to:

- Evaluate—and where necessary revise—programming and curriculum.
- Develop, evaluate and write reports on educational programs and initiatives.
- Use social media and create promotional materials/displays to increase NCCJ program visibility, in collaboration with the communication team.
- Recruit, train, supervise and support youth employees (Programs Assistants) and **Youth Advisory Board Committee (YABC)** members.

- Participate in NCCJ Board Program Committee meetings as warranted.
- Attend and participate in fundraising, friend-raising and/or networking events.

QUALIFICATIONS:

The successful candidate will demonstrate a passion for NCCJ's mission and will present a record of working with youth and conducting compelling social justice trainings. *Specific qualifications include:*

- Minimum 2-3 years' experience working with youth and young adults in an educational or youth development environment. (Experience working with adult learners also helpful.)
- Experience discussing sensitive issues related to race, gender, class and social disparities in the United States.
- Experience with problem-solving and conflict management.
- Ability to design, modify and deliver effective, participant-appropriate training and education programs that focus on diversity, equity, inclusion and social justice.
- Demonstrated ability to apply knowledge of social justice pedagogy that incorporates an understanding of and support for key concepts in DEI training (*critical race theory, feminism, queer theory, privilege, oppression, micro-aggressions, etc.*).
- Excellent interpersonal skills with the ability to relate effectively with both youth and adults.
- Strong computer skills (Microsoft Office Suite).
- Program evaluation and survey experience helpful.
- Ability to manage multiple priorities, often under heavy deadline pressure.
- A Bachelor's degree in education, training or related field required; a Master's degree in related field (or equivalent work experience) preferred.

In addition, you must be able to attend scheduled early morning, evening and weekend trainings, meetings and events, and travel locally (Connecticut and Western Massachusetts) with your own means of transportation.

ABOUT NCCJ:

NCCJ was founded in 1927 as a national organization, the same year this branch was opened. We are a human relations organization that promotes inclusion and acceptance by providing education and advocacy while building communities that are respectful and just for all. NCCJ works with schools, workplaces and communities to improve academic achievement, increase workplace productivity and enhance inclusion everywhere. We do great work with a very small and dedicated staff. All employees are true believers in the mission and have a strong team approach. We have a committed staff of 8 and an engaged Board of Directors.

NCCJ provides competitive salaries and comprehensive benefits, including: 3 weeks of vacation, 9 holidays, 3 personal days, 15 sick days, medical and dental plans, free life and long-term disability insurance, and a 403b match.

TO APPLY:

Please send a thoughtful cover letter and resume to programs@nccj.org by September 15, 2020. Resumes will be reviewed as they are received.

NCCJ is an equal opportunity employer. NCCJ does not discriminate against any employee or applicant for employment because of race, sex, color, disability, national origin, religion, creed, age, marital status, sexual orientation or gender identify, citizenship/authorized alien status, or veteran status.