



AmeriCorps Position Description

DIALOGUE
— ON RACE —
LOUISIANA

Member Position / Title: Program Coordinator

Days / Hours of Service: 40 hours per week - flexible; a fair amount of evenings and some Saturdays

Partner Organization Name: Dialogue on Race Louisiana

Supervisor Name: Maxine Crump *President/CEO Dialogue on Race Louisiana*

Organization/Agency Mission and/or Goals

Vision

A community where everyone knows that all institutional opportunities and access are fully available to them regardless of their color.

Mission

Dedicated to the elimination of racism through education, action, and transformation

Objectives

- To facilitate having Baton Rouge receive its proper national acclaim in line with its multiple assets by being a part of clearing away its image of the racial divide.
- To provide a community led educational opportunity through discussion and enlightened understanding for the elimination of racism in a non-threatening environment.
- To maximize the collective efforts of business, organizations and individuals already working to end the racial divide by offering a core educational program that reframes the conversation around race in a new way that leads to positive action.

Program Mission and/or Goals: DOR Orig Series is the Core Program of the organization and the goals of the program are:

An educational process for the elimination of racism

The Dialogue series is to offer an educational process for talking about race. It is a structured two hour weekly series limited to 15 participants. The sessions are led by trained facilitators. Participants prepare for the discussions by reading short articles before each session. The goal of the series is to offer a safe environment for open, honest, and brave conversation around race that leads to understanding and meaningful change.

Community Need: We offer an opportunity for the community to understand that a core problem of how race was constructed in our society continues to operate in our institutions and is at the core of many problems we are attempting to solve.

Member Position Summary: The Serve Louisiana Member will coordinate Dialogue on Race series in Southeast Louisiana (original, advanced and special series).

Necessary Training or Training Plan to be implemented prior to Member Placement:

- + Participate in the DORLA Original 6-week Series
- + DORLA Facilitator Training

Member Impact: To expand DORLA's programming in the Metro Baton Rouge area via three main areas: individual participation, institutional partnerships, and facilitators.

Essential Functions of Position:

Coordinating Series

- + Scheduling the participants registration for the series
- + Coordinating the participants and facilitators
- + Correspond with potential participants and answer questions and concerns
- + Assist with series launch

Develop Outreach Materials

- + Design and develop outreach materials to promote the program to potential participants and partners
- + Connect with ongoing work in the office to communicate through web site, social media and other communication outlets
- + Updating and streamlining website

Required Knowledge, Skills, and Abilities:

- + Knowledge of the program through participating in the program
- + Excellent verbal and written communication skills
- + Committed to ending racism
- + Proficiency in using web and social media (knowledge of Constant Contact a plus)
- + Detail oriented

Required Academic and Experience Qualifications:

- + High School diploma

Transportation

- + Requires reliable transportation