Detailed Job Description:
DIRECTOR OF EDUCATION AND TRAINING

SUMMARY: The Director of Education and Training works under the general supervision of the President & CEO to design, coordinate, deliver, and evaluate human relations programs conducted for middle school, high school, college, and adult populations across Virginia.

KEY RESPONSIBILITIES:
• Facilitate Virginia Center for Inclusive Communities standard curriculum programs.
• Develop customized programs for Virginia Center for Inclusive Communities clients.
• Promote and market Virginia Center for Inclusive Communities programs.
• Coordinate logistics and plan program-related events and conferences.
• Write or assist in writing grant and program funding proposals.
• Build and strengthen relationships with key collaborative partners.
• Develop and maintain community and professional networks across the state to inform and implement Virginia Center for Inclusive Communities program work.
• Recruit, train, and maintain a strong and diverse pool of volunteer/contract staff to help deliver Virginia Center for Inclusive Communities programs.
• Document all program planning, policies, procedures, practices, and logistics to ensure quality control and sustainability.
• Structure and monitor outcome measures and evaluation procedures for programs.
• Prepare and monitor program budgets.
• Support organizational fundraising by providing information and connections to staff and board members as needed.
• Perform additional duties designated by CEO to achieve success of programs and meet mission of the Virginia Center for Inclusive Communities.

SKILLS/ABILITIES/EXPERIENCE:
• A strong personal commitment to the Virginia Center for Inclusive Communities’ mission and work.
• Ability to develop and implement programs related to the Virginia Center for Inclusive Communities’ mission, vision, and philosophy.
• Proven experience in developing curriculum for innovative programming.
• Strong facilitation and group leadership skills.
• A familiarity with and understanding of issues of diversity and inclusion, with knowledge of how those issues are particularly navigated in the Commonwealth of Virginia.
• Experience working with youth, schools, business, elected and government officials, interfaith, and/or community groups.
• Experience working in a leadership capacity with diverse groups.
• The ability to conceive, develop, and complete tasks without close supervision.
• Good organizational and interpersonal skills.
• Strong presentation, oral, and written communication skills.
• Strong supervisory and budget development and monitoring skills.
• The ability to manage multiple tasks.
• An understanding of human relations programming assessment and measurement tools.
• Computer competency and proficiency in Windows/Microsoft Office environment.
• Willingness and flexibility to engage in weekend and overnight residential programs.
• Must have own car, valid driver's license, and auto liability insurance.
• BA or equivalent in a related field preferred, minimum of 3 years experience in program administration and work in the fields of education and/or organizational development.

**SALARY:**
Full-time annual salary commensurate with experience
Excellent benefits package, including medical, dental, retirement

**ORGANIZATION BACKGROUND:**
The Virginia Center for Inclusive Communities (VCIC) conducts programs that promote understanding and respect on all issues of diversity, for all age groups, all across Virginia.

Each year, the Virginia Center for Inclusive Communities leads educational programs, conferences, retreats, and workshops for thousands of youth, educators, community members, non-profit organizations, and corporate and business leaders. These events and experiences teach participants not simply to notice differences, but also to respect variety in race, religion, and culture. We deliver our message in schools, houses of worship, the community, and in the workplace.

Our organization traces its roots back to 1935 in Virginia. With a lengthy and rich history, we have been destined to change with the times, even as we work to change the times in which we live. Originally founded as the Virginia Region of the National Conference of Christians and Jews, the Virginia Center for Inclusive Communities has concluded our association with NCCJ and has joined with many of our fellow offices across the country to form the National Federation for Just Communities, a new movement fighting prejudice in all its forms.

The Virginia Center for Inclusive Communities is an equal opportunity employer.

**TO APPLY:**
Send cover letter & resume by April 2, 2012 to:
Jonathan Zur  
President & CEO  
Virginia Center for Inclusive Communities  
5511 Staples Mill Road, Suite 202  
Richmond, VA 23228  
Fax: (804) 515-7177  
Email: contact@inclusiveva.org

No phone calls or visits, please.