



Dimensions Educational Consulting

Position: PROJECT COORDINATOR, *JWOC RESILIENCE CIRCLE*

Reports to: DIMENSIONS PROJECT DIRECTOR

Part Time Position; 20 hours/week

OVERVIEW:

Dimensions seeks an experienced Project Coordinator for our JWOC Resilience Circle program. This position will coordinate all tasks related to the launch, delivery and ongoing development of the *JWOC Resilience Circle*. The JWOC Project Coordinator will be responsible for the organization, development, delivery and overall success of this program. The JWOC Project Coordinator is a team-based position with direct supervision by the Dimensions Project Director who will provide management, assistance and guidance regarding the program's progress and development. The project director will work out of Dimensions office space in NY and will include periodic travel to Dimensions' Boston office.

SPECIFIC PRIORITIES:

- Recruit and coordinate speakers and faculty; refine and develop the existing leadership curriculum; coordinate and build community between and across JWOC alumni circles; ensure effective communications between Dimensions, program participants and independent consultants; support the negotiation and finalization of all contracts with independent consultants; establish and manage project calendar; schedule webinars and meetings and maintain organizational calendar for implementation of projects goals; Coordinate all on-site and off-site logistics toward timely and efficient delivery of and participation within programs; maintain compliance with established program budgets
- This position will be responsible for creating broader community education opportunities related to the JWOC curriculum; networking and creating partnerships between Dimensions and other organizations and partners; connecting JWOC activities and programs to broader racial equity, JOC empowerment, and leadership development work; and engaging media, communications and web technology to publicize the activities of the program and its leaders.

The JWOC Project Coordinator should have experience in applying racial equity awareness, values and principles within organizational culture and practice. We are looking for a candidate who is interested in being attentive to how racism and bias play out in organizational settings on personal, interpersonal, structural/institutional and cultural levels. We are interested in a candidate who is interested in engaging resources and professional development actively to help guide, support and develop their personal and professional racial equity journey.

The Project Coordinator positions are meant to ensure that every Dimensions program will model and uphold the culture, principles and standards for diversity, equity and inclusion that we teach in the world. The JWOC Project Coordinator position will ensure our ability to deliver resonant, meaningful and impactful programs that add the highest possible value to the communities and clients we serve.

Requirements

- Experience applying an intersectional lens to leadership development work across diverse communities
- Thorough understanding of adaptive techniques and methods for servicing and empowering historically marginalized communities
- Experience as an organizer with strategic community development abilities is preferred
- Experience as an educator/curriculum designer
- Proven experience as a Project Coordinator or Manager
- Experience in data analysis, financial reporting and budgeting

- Working knowledge of MS office and program management software
- Excellent organizational and leadership skills
- An analytical mindset with great problem-solving abilities
- Excellent communication skills
- BA in management or a relevant field

P/T Salary range \$25,000-\$35,000

- Submit resume and cover letter to info@dimensionedc.com