Facilitator Support Coordinator

Type: Temporary Full-time (1.0 FTE) through Summer, 2019
Salary: $47,000-$52,000 commensurate with experience
Benefits: Medical/dental/life insurance, generous vacation, holiday and sick leave benefits,

Who We Are

CEI is a fast growing, innovative startup with facilitator/consultants working to advance equity, diversity and inclusion efforts locally and nationally. CEI’s approach is on education and tool building; supporting organizations to integrate new belief systems and actions into organizational culture, policies and practices/services. Our unique approach to equity and inclusion work has attracted the attention of organizations and leaders across all sectors who are interested in embarking upon a truly transformative process.

At CEI we prioritize excellence in our work and care for our staff. We are a team of 18 individuals, all eager to inspire change and create spaces where people thrive - we look forward to welcoming in new ideas, perspectives and growing our community!

Position Description

The Administrative Program Coordinator is a new, key position within CEI who is responsible for assisting the CEI facilitation team in ensuring that each step and phase of the organizational transformation process is completed with excellence. Serving in a program support role to the Director of Equity Advancement, the Administrative Coordinator assists with scheduling, communication between teams, and with the production of project deliverables.

Primary Responsibilities

Project Coordination
- Possess extremely strong organizational skills
- Share complex and nuanced information to members of the CEI’s sales, facilitation and operations teams about the needs and issues of clients and facilitators to ensure strong project coordination within CEI.
- Provide scheduling support to Director of Equity Advancement.
- Coordinate between all CEI teams to ensure partner organizations experience a smooth, integrated transition between teams throughout their process with CEI.
- Assist in identifying support that individual facilitators may need to develop their skills as facilitators and to meet the particular needs of project partners.
- Attend internal CEI meetings as representative of the Director of Equity Advancement, working in partnership to assure department and team needs are being met.
- Respond to partner/CEI requests, emails, phone calls within 48 hours.
- Support facilitators in sending homework to partner participants in a timely manner, as needed, at the completion of identified sessions in a timely manner.
- Participate in weekly staff and facilitator meetings, and weekly/bi-weekly supervisions.

**Project Tracking**
- Use project management tool software to input client status updates and track deliverables in relationship to contract commitments.
- Provide intensive tracking support for partner organization contracts.
- Use project management tool as a mechanism to ensure contract and facilitator teams’ accountability.

**Graphic Presentation**
- Assist facilitators in finalizing deliverables (i.e. equity statement, filter, and plan).
- Assume responsibility for finalizing CEI curriculum (may include incorporating and standardizing CEI branding and trademarking).

**You Have**
- A minimum of two years experience with project management and tracking from outset to deliverable(s).
- Strong strategic communication skills, including but not limited to verbal, cross-cultural, and writing skills.
- Experience building in-roads into and deep roots within communities of color.
- Highly organized and able to work independently and collaboratively as a member of a team.
- Able to work in a fast paced, high intensity environment.
- Able to meet deadlines and tight turnarounds on assignments and tasks.
- Able to position self as a learner and willing to participate in ongoing professional and personal development around equity, diversity, and inclusion.
- Flexible, able to work evenings and weekends as needed.
- Strong customer service orientation.
- Administrative skills – Proficiency in Microsoft Office, PowerPoint, Excel.

**You may also have:**
- Experience managing a portfolio of complex clients.
- Strategic planning experience.
- Skills and ability to read, translate and interpret for non-English speakers.

**How to Apply:**
- Please email your cover letter and resume (or anything that demonstrates experience relevant to this position) to karen@ceipdx.org and indicate the position title in the subject line. Submissions will be accepted until February 24, 2019 (end of day).
CEI is a diverse and inclusive community and we are committed to creating environments where everyone can thrive. CEI appreciates and welcomes diversity in all its forms and we encourage candidates of color to apply.