



Request for Applications:

Intercultural Leadership Institute Co-Facilitator

The Intercultural Leadership Institute (ILI) is an intensive cohort leadership experience for artists, culture bearers and other arts practitioners. ILI is a collaborative program of Alternate ROOTS, First Peoples Fund, the Mississippi Center for Cultural Production, the National Association of Latino Arts & Cultures (NALAC) and PA'I Foundation.

GENERAL JOB DESCRIPTION

The Intercultural Leadership Institute (ILI) is contracting four Co-Facilitators to develop and facilitate a virtual ILI fellowship in 2021. The co-facilitators will work together as part of a Program Team to adapt and deliver the ILI curriculum in a virtual setting. The Program Team will also include the ILI Managing Director as well as team coaches who have co-designed and facilitated the ILI fellowship in the past.

MAJOR DUTIES AND RESPONSIBILITIES

- Prepare for and facilitate virtual sessions based on the agreed-upon curriculum design for Year 3.
- Participate in a series of virtual facilitation and ILI staff team-building workshops co-designed by the ILI team to test and adapt the ILI curriculum to a virtual setting.
- Participate in the Year 3 candidate review and selection process.
- Participate in the development of the ILI year 3 program including curriculum framework, facilitation planning, evaluation methodology, learning pod structure, working agreements, orientation guide, processes for addressing trauma & healing the collective and other aspects of the program as needed.
- Participate in regular program planning and assessments led by an ILI Managing Director and Program Evaluator prior to and throughout the Year 3 program.
- Support participants, partners, and team in implementing and engaging with ILI through the agreed-upon core values and working agreements.
- Provide support and guidance to a "learning pod" of cohort fellows. Learning pods are a curated small group of fellows who are tasked with deepening the curriculum study and conversations together over the course of the fellowship.
- Prepare for and facilitate affinity group conversations appropriate to identity as determined by the curriculum and participants' needs over the course of the program.
- Engage in the evaluation of ILI year 3 as determined by the program evaluator.
- While it is not currently anticipated, participate and provide facilitation for an in-person gathering of the Year 3 cohort if organized within the contract window.
- May be invited to contribute to the ILI Brown Paper.

TERMS AND CONDITIONS:

- The ILI Co-Facilitator is a contract position. The Co-Facilitator will be paid a total of \$10,000 in four quarterly installments over the course of the contract period between February and December 2021. As fiscal sponsor for ILI, the National Association of Latino Arts and Cultures (NALAC) will be the contracting organization.
- We estimate that the Co-Facilitator role will require between 10-25 hours per month which will vary during the preparation phase, the facilitation, and the post-program assessment phase.

While a tentative time frame has been established for the 2021 virtual fellowship, co-facilitators will have the opportunity to inform the scheduled dates and times before they are made public to fellows.

- The Co-Facilitator will work in a shared-power program team that is coordinated by the ILI Managing Director with support from ILI coaches and with direction from the ILI partners' leadership team.

QUALIFICATIONS FOR THE POSITION

Education:

All educational backgrounds will be considered.

Required

- Ability to work from home/remotely (we can offer tech assistance).
- Ability to travel if rendered safe.

Preferred

- Experience facilitating, teaching, or building curriculum.

Experience:

- All eligible applicants must be ILI alum or have other previous experience with ILI.
- Previous facilitation and workshop design experience in person and virtually is preferred.
- Capacity to support others in cultivating awareness and connection.
- Capacity to engage and facilitate across differences with compassion.
- Capacity to work in a team with shared-power among multiple stakeholders and decision-makers.
- Proficiency or willingness to engage virtual platforms, online document-sharing and other technology as necessary.

Knowledge, skills, and abilities:

- Self-motivated and the ability to work independently.
- Flexibility to function well in a team structure, while working remotely.
- Exceptional communication and organizational skills.
- Comfortable guiding groups and speaking in public.
- Experience using Google Suite and Microsoft Suite, especially Word, Excel and Slides.

To apply, please submit your [ILI Core Facilitator application](#) found through the previous link by January 15, 2021. Interviews will be scheduled the last week of January with position notification in early February and an anticipated start date of February 15, 2021.