

**Program Coordinator**

The Sisterhood of Salaam Shalom seeks two 20 hour/week Coordinators who will work collaboratively to implement programs, develop resources, and conduct training to support Sisterhood members. Working as a team, the positions will further our ability to affect social change in areas that directly impact our two communities and are fully aligned with our mission.

**Background:**

During the first ten years of the Sisterhood of Salaam Shalom, our work was building close relationships among Muslim and Jewish Women. The Sisterhood is now at an inflection point. Many members have been in local chapters for multiple years and wonder “What’s next?” We knew that many women believed in our mission but were not interested in or able to join a chapter. The Covid pandemic made it difficult for chapter members to meet in person. While continuing to build our relationships, we have an opportunity to activate our network of thousands of women and exert power on issues of social justice and human rights, and more broadly, fight discrimination and hate against marginalized communities.

To meet the needs of a growing, dynamic organization, Program Coordinators will work with a very dedicated team to help shape the future of the Sisterhood and our society.

**Duties and Responsibilities**

1. Provide facilitation training and support so members can engage in respectful dialogue and social action.
2. Collaborate with staff and Board committees to prioritize and implement programs, set deadlines, milestones, and evaluate effectiveness.
3. Organize and convene online programming (in person when possible) at least monthly for all members.
4. Create written resources for the Sisterhood website and other vehicles to support member engagement.  Curate existing open-source materials and make them available to membership.
5. Provide educational and experiential opportunities for our members relating to Israel and Palestine.
6. Research curriculum and remain up-to-date on developments within the field of dialogue and social activism as it relates to our mission.
7. Be the point of contact for prospective members to learn about our programs, and provide support to current members.
8. Manage social media, including preparing regular posts for Facebook, Instagram and Twitter.
9. Identify, or work with previously identified partners, to make programming and training from other organizations and individuals available to all members.
10. Participate in planning and implementing major annual events.
11. Prepare documentation and monitor expenditures pertaining to program activities.
12. Administrative tasks
	1. Attend weekly staff meetings to proactively set goals and identify areas for future engagement.
	2. Respond to email queries and issues from members.
	3. Coordinate with other staff, as needed.

These are  two half-time (20 hr/wk) remote positions. They include occasional program-specific travel as Covid conditions allow, as well as some work on nights and weekends.  Annual salary range is $27,000-$35,000 per coordinator.

**Desired Qualifications:**

* Experience in designing training materials, and in program development and implementation.
* Experience facilitating dialogue and teaching others to engage in dialogue and skills for engaging in difficult conversations in interfaith settings.
* Familiarity with Muslim and/or Jewish communities.
* Understanding how issues in the Middle East region impact our work.
* Proficiency in social media management.
* Ability to effectively organize and manage multiple projects simultaneously.
* Strong writing skills.
* Ability to work collaboratively with staff in a rapidly changing environment..
* Experience with volunteer outreach and management.
* Proficiency with Microsoft Office, Zoom, Canva, and Google Suite.
* Background in cultural proficiency preferred.
* Ability to develop promotional materials preferred.

Interested candidates should send their resume and a cover letter detailing interest and qualifications to the Sisterhood’s Operations Manager, Nicole Souadda at Nicole@sosspeace.org.