



Cultural Coordinator Fargo or Bismarck · Full Time

Consensus Council seeks a motivated **Cultural Coordinator** to advance Restorative Justice initiatives by engaging Black, Indigenous, and People of Color (BIPOC) voices in the founding, development, and coordination of the North Dakota Restorative Practices Council (NDRPC). The ideal candidate will possess strong interpersonal communication skills, cultural competence, and empathy. The candidate will need to be well-organized, adaptable, and committed to Restorative Justice principles, while also demonstrating initiative, ethical conduct, and a collaborative approach to effectively engage with diverse stakeholders and contribute to program and agency success.

This is a full-time (40 hr/wk), year-round position. The position will preferably be based in Fargo or Bismarck, North Dakota, but remote applicants may also be considered. Salary range is \$45,240 to \$53,560 annually based on experience, plus excellent benefits. This position is funded through May 31, 2026, with the potential for extension.

To apply, **please send a resume and cover letter** to Elizabeth Hilt, Associate Director, at ehilt@agree.org. Call 701.224.0588 Ext. 4 with questions. Applications will be accepted until EOD April 19, 2024.

ESSENTIAL DUTIES:

Leadership

1. Provide guidance and oversight for Consensus Council's NDRPC, requiring planning and latitude in making decisions and completing assignments;
2. Establish effective decision-making processes that enable achievement of the service delivery model; make recommendations and utilize independent judgment; and make daily decisions having an impact on services, clients, and community partners;
3. Assist the Associate Director in a variety of activities including but not limited to data reporting; staff training; policy and procedure development; grant and fundraising research; community outreach and engagement; and ensuring best practices are followed to serve all clients and audiences of Consensus Council.

Council Development and Project Management

1. Develop strategies to actively engage diverse BIPOC voices in guiding and shaping NDRPC and other Consensus Council programming;
2. Facilitate focus groups, listening sessions, and community forums to gather input, feedback, and perspectives from BIPOC individuals and organizations;
3. Advocate from culturally responsive approaches within restorative justice programs, policies, and training curricula;
4. Collaborate with BIPOC leaders, advocates, and community organizations to address systemic barriers and promote equity in educational and juvenile justice systems;
5. Coordinate meetings, workshops, and conferences to convene stakeholders;

6. Facilitate dialogue, collaboration, and partnership-building among diverse stakeholders to support restorative practices implementation;
7. Collaborate with stakeholders to design and pilot a small grant opportunity aimed at supporting schools in enhancing their implementation of culturally responsive restorative practices;
8. Collaborate with other agencies, organizations, and initiatives focused on juvenile justice reform, equity, and community engagement.

Documentation and Record Keeping

1. Author governing documents (i.e. bylaws) and strategic plan for NDRPC based on feedback and input from focus groups;
2. Ensure minutes from all focus groups and subsequent NDRPC meetings are maintained and available for stakeholder review;
3. Create data outcome reports for partners and funders on required timelines.

Communication and Engagement

1. Communicate effectively with both internal staff and external partners to meet project objectives;
2. Correspond with special event/training attendees;
3. Utilize varied communication methods (e.g. in-person and/or virtual meetings; phone calls; email/written letters; etc.) to maximize success of information sharing.

Additional Duties

1. Ensure timely and accurate submission of timesheets and expense reports;
2. Participate in initial and ongoing training opportunities;
3. Other duties as assigned.

QUALIFICATIONS:

Requirements:

1. Completed post-high school education in relevant field, or equivalent work experience;
2. Must have strong interpersonal communication skills;
3. Must have strong organizational skills and be independently driven to complete goals;
4. Must be comfortable leading groups (i.e. meetings; trainings; etc.)
5. Must be proficient in Microsoft Office and Zoom (video conferencing) technologies;
6. Must pass a Child Abuse/Neglect and Predatory/Violent offender background check;
7. Must have a valid driver's license with current insurance.

Preferences:

1. Lived experience relevant to racial, ethnic, religious, and/or socio-economic prejudice;
2. Previous experience working with youth, families, and/or victims;
3. Previous grant program management experience;
4. Knowledge of North Dakota nonprofit and education sectors, and familiarity with state government processes.