



**peace justice center**

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## **Facilitator Job Descriptions for PJC Racial Justice Educational Programs**

*Here is some information on the general structure for most of the PJC programs. It is slightly different when a staff member is part of the facilitation team, which is worth noting here.*

### **Lead Facilitators:**

This is generally a team of two people, a person of color and a white person, who plan the agenda together and lead the programs. This team communicates with PJC staff as the program proceeds. An outline of the program will be provided, but the facilitators can stray from parts of it in order to meet the needs of the specific group. People facilitating a program for the first time will usually be paired with someone who has already facilitated that program. Co-facilitators who are working together for the first time are expected to spend time together to get to know each other, talk about facilitation styles, etc. Staff will provide an outline of suggested questions, as needed. Lead facilitators are also able, and encouraged, to serve as the Support Facilitators for other programs and vice versa.

- This is a paid position. It includes prep and follow up time not to exceed two times the hours of the actual program (ie, for a six hour program, you can bill for up to 12 hours of prep/follow up). If you need more time than that, you need to get permission from the Executive Director. Starting at \$25/hour.

### **Support Facilitator Person of Color:**

This job is to show up for the event and back-up the facilitators as needed. Having this person on site ensures that the facilitator of color is never the only POC in the room. The support person is not in charge of any prep or planning and is not in charge of leading discussions or activities. The role is to be present and speak up if there are points that aren't being heard by participants or if there's another way to explain something. If the facilitators want the support person present for planning, the idea needs to be brought to the Executive Director in advance to determine if it is within our budgetary constraints. This Support Facilitator may be someone is working toward becoming a lead facilitator, but not necessarily. This position may also be filled by people who are Lead Facilitators other times. The Support Facilitator Person of Color will check in with the Facilitator of Color at the end of a program. If they would like time to debrief together, this can happen as one hour of paid time. They are not expected to report back the content of their discussion although it is certainly welcome. Support Facilitators are also able, and encouraged, to serve as the Lead Facilitators for other programs and vice versa.

- This is a paid position. You will be paid for onsite time but not prep. You will be paid for the follow-up time if it is needed. Generally \$15/hour.

**White Facilitator Support Person:**

This is someone who is not necessarily introduced to the participants but acts as a plant in the group. It is someone well-versed in racial justice and interrupting racism. Their role is to speak up as needed if the white folks in the group are not absorbing what is being said by the facilitators. This might be someone who is working toward becoming a facilitator but not necessarily. Support Facilitators are also able, and encouraged, to serve as the Lead Facilitators for other programs and vice versa.

- This is an unpaid position.

**PJC Staff:**

Staff are responsible to set up programs and do the promotion and administrative planning. You are welcome to also promote the programs but this is not expected or necessary. Staff will register participants and communicate with them leading up to the program. During the program, staff is available to debrief situations, provide materials, and deal with logistics. Staff will be on-site at least one time during a multi-part program to thank participants and to introduce the PJC as a whole.