

# Service Opportunity *at the* U.S. Bahá'í Office of Public Affairs *in* Washington, D.C.

## National Race Discourse Facilitator

The National Spiritual Assembly has called upon its Office of Public Affairs (OPA) in Washington, D.C. to convene a National Race Unity Conference. The Office is seeking to hire two (2) individuals who will spearhead the visioning, planning, and execution of this conference within the context of OPA's broader efforts to contribute to the national-level discourse on race in America.

These positions will be based in OPA's Washington, D.C. office. The staff members will work in close collaboration with the Human Rights Officer and will be supervised by the Director of the office. The period of service for both positions will be from approximately September 2017 to September 2019 with the possibility of extension depending on the needs and work of the Office.

### Duties and Responsibilities

- Consults and collaborates to develop and implement the vision, concept, themes, contours, content, goals and outcomes of the conference
- Coordinates and works closely with collaborators from the Bahá'í community who will assist OPA with visioning, planning, and conducting substantive outreach related to the conference
- Engages in ongoing efforts to read society, through the lens of the Bahá'í teachings, in areas related to the discourse on race, including through learning about dominant issues and trends, key actors and players, established and emerging research, policy and politics, and existing and potential social spaces, particularly at the national level
- Participates in OPA's broader efforts to contribute to the discourse on race and work to situate the conference within these processes to create coherence across the Office's work
- Cultivates and strengthens relationships with representatives of national organizations, government leaders, faith-based groups and thought leaders
- Conducts research and outreach to identify potential speakers, moderators, facilitators, performers, and attendees of the conference
- Oversees conference logistics, including budget, site identification, program planning, travel, lodging, and hospitality, and media/promotional efforts, with the possibility of retaining and supervising an event planner during the final lead-up to the conference

### Skills and Qualifications

- Bachelor's degree or higher in a relevant field
- Deep understanding of Bahá'í principles and teachings, familiarity with the Divine Plan and relevant institutional guidance, and significant experience in Bahá'í community life
- Strong familiarity with issues of race relations in the U.S., preferably including academic, professional, and/or volunteer experience in this area, as well as an informed reading of relevant thinking, initiatives, and activities in legal, policy, academic, media, activist, and other spheres
- Some professional experience in nonprofit/nongovernmental (NGO), governmental, or private sector settings
- Strong research, analysis, and writing skills
- Excellent consultative, collaborative, interpersonal, and communication skills
- Flexibility and professionalism
- Demonstrated capacity for strategic thinking and planning
- Strong organizational and administrative skills
- Experience with building relationships, partnerships, and coalitions
- Wisdom, discretion, tact, and good judgment
- General technological proficiency and familiarity and comfort with social media platforms
- Experience with event planning preferred
- Volunteer or other experience with civil society or community-based organizations preferred

*For more information, please visit <http://publicaffairs.bahai.us>.*

All applicants will send a cover letter, resume, and writing sample to: [jobs@usbnc.org](mailto:jobs@usbnc.org)

