



**POSITION TITLE: Tzedek Social Justice Fellow focused on Youth and Young Adult Equity and Inclusion Education at The UNC Asheville Center for Diversity Education (CDE)**

- ✓ Are you passionate about and dedicated to social justice? Are you invested in combatting anti-Semitism, working for racial justice, and advocating for LGBTQ equality?
- ✓ Are you interested in building your skills as an advocate and change agent?
- ✓ When faced with individual and institutionalized oppression, do you feel compelled to speak up, take action, and work for change?
- ✓ Do you want to expand your professional network and gain hands-on experience working with a local nonprofit organization?

**If you answered yes to the questions above, the Tzedek Social Justice Fellowship (TSJF) might be a great fit for you!**



**THE FELLOWSHIP**

The Tzedek Social Justice Fellowship (TSJF) is a transformational experience for emerging social justice leaders that builds the capacity of organizations to effect change in Asheville and beyond. The Fellowship is committed to social justice, broadly defined, yet the work focuses primarily on LGBTQ rights, racial equity, and combatting anti-Semitism. Over the course of eleven months, Fellows develop essential skills to cultivate relationships within the local community, create powerful connections that bridge across bias, and organize grassroots movements for positive community change.

The Fellowship builds individual and organizational capacity by engaging passionate emerging leaders in eleven-month, paid, full-time positions at social justice organizations throughout the greater Asheville, North Carolina area. In addition to working 30 hours each week at their host site organization, Tzedek Fellows spend 10 hours developing life and leadership skills to help them become successful leaders and remain resilient throughout their careers. The Tzedek Social Justice Fellowship requires full and active participation in all fellowship-related events and activities. It is a 40-hour per week commitment, including times outside of regular business hours. It is critical that the final candidate is truly passionate about becoming a Fellow and is committed to the spirit of personal and professional development.

**THE PRIMARY GOALS OF THE FELLOWSHIP ARE TO EQUIP FELLOWS WITH THE SKILLS TO:**

- 1) Understand anti-Semitism throughout history and learn how to identify and effectively combat anti-Semitism in their communities.
- 2) Be powerful activists and advocates in the movement for LGBTQ rights.
- 3) Examine and combat oppression and discrimination within the context of eliminating racism.
- 4) Learn to build and work in diverse collaborative coalitions to achieve equity for *all* marginalized groups.
- 5) Expand personal and professional networks and co-create a community of social justice peers for life-long connection.
- 6) Positively impact the Asheville community by advancing the work of their host site organization.

- 7) Have satisfying, successful, and sustainable careers in social justice non-profits and grassroots organizing groups.

#### **PARTICIPATION & TRAINING OPPORTUNITIES AND EXPECTATIONS:**

- Participation in ongoing group activities including, but not limited to:
  - A one-month paid orientation in August.
  - InnerVision, a personal growth program offering life skills in mindfulness, awareness, and clarity.
  - Weekly Fellow Forums with TSJF staff, including presentations and training sessions delivered by local and regional trainers and social justice leaders.
  - Special social justice events (pop-up trainings, speakers, arts events) and social events for the Tzedek cohort.
  - One-on-one meetings with TSJF staff and host site organization (HSO) supervisors.
  - Position-specific expectations and requirements as expressed by the HSO supervisor.
- Creation of an individual professional development plan, including the identification of resources and training opportunities in alignment with the plan goals.
- Attendance at national conferences including [Creating Change](#) and either [The White Privilege Conference](#) or the [Facing Race Conference](#) depending on the conference scheduling.
- Willingness to develop and nurture honest, trusting, and open relationships with other Fellows, TSJF staff, and HSO staff.

**For more information about the Tzedek Social Justice Fellowship visit**  
[tzedekfellowship.org](http://tzedekfellowship.org).



### **Organization and Position Details: Tzedek Fellow Focused on Youth and Young Adult Equity and Inclusion Education at The UNC Asheville Center for Diversity Education (CDE)**

Through programming and collaborations on campus, in K-12 schools, and across the community, the UNC Asheville Center for Diversity Education celebrates and teaches diversity in order to foster conversation and respect among cultures.

#### **ORGANIZATIONAL PROFILE:**

Each year The UNC Asheville Center for Diversity Education, through exhibits, road shows, a lending library, and staff development opportunities, provides direct and indirect programming to over 20,000 students, teachers and citizens throughout WNC. The CDE strongly believes in the power of teaching youth and young adults how to be change agents in their own communities, while empowering them to change oppressive systems they will encounter throughout life.

Vision: To build relationships across difference to create a more inclusive and equitable community.

Mission: To celebrate and teach diversity in order to foster conversation and respect among cultures.

#### **JOB DESCRIPTION:**

The Tzedek Fellow at the UNC Asheville Center for Diversity Education will work with the Executive Director, Deborah Miles, in advancing the mission and vision of the CDE. The Fellow will supervise 6-8 undergraduate student employees and assist in coordinating various diversity education programs with UNCA faculty/staff, students, and community partners. In addition to the support and development offered by the Tzedek Fellowship, the Fellow at the UNC Asheville Center for Diversity Education will receive continuous support through regular meetings with the Executive Director to discuss projects, progress, needs, obstacles, and solutions. Throughout the year, the Fellow will also have the opportunity to meet and work with several key university and community

collaborators. As the only full-time employee other than the Executive Director, the Fellow is essential to managing the CDE's day-to-day operations, making this position a wonderful opportunity for entry-level applicants interested in gaining hands-on experience working in higher education and community organizing. The work of the Fellow will benefit K-12 institutions, UNC Asheville, the Asheville community, and the greater WNC region.

**DUTIES WILL INCLUDE:**

Primary Responsibilities:

- Managing daily and weekly project task lists involving program development, marketing, and coordinating diversity education events on and off campus
- Supervising 6-8 UNCA student employees who work 5-10 hours a week on various projects
- Addressing project needs that fall outside of the skills, scope, or time constraints of the CDE's student employees
- Supporting the professional development of the student employees by scheduling bi-weekly professional and social justice trainings
- Managing student paperwork, evaluations, recruitment, and hiring
- Building social justice leadership capacity in youth and young adults as a program coordinator for the Me2We Youth Leadership conference and associated MLK Day Youth Summit
- Administrative tasks as needed, including scheduling, writing copy, editing, and maintaining information databases

Secondary Responsibilities:

- Managing a CDE information booth at university-sponsored events (employment fairs, cultural events, etc.) and community-sponsored events (Goombay Festival, Blue Ridge Pride, Hard Lox Festival, Fiesta Latina, etc.)
- Managing the CDE's marketing and promotional materials, including website and social media maintenance, posters, flyers, etc.
- If requested, developing and facilitating the CDE's workshop on structural privilege and oppression
- Coordinating, programming, and expanding the CDE Alumni employee database
- Building relationships with other UNCA departments and relevant student organizations by collaborating on campus events
- Regular attendance at CDE events on and off campus, occasionally outside of regular business hours

**MINIMUM QUALIFICATIONS, ATTRIBUTES AND EXPERIENCE:**

- Bachelor's degree in a related field completed within the last three years (graduating classes of 2015-2017)
- Demonstrated experience working with people of diverse ethnicities, races, cultures, abilities, religions, sexualities, and gender identities
- Experience supervising and collaborating with youth and young adults
- Demonstrated experience working within the fields of community development and organizing
- Highly self-directed, organized, and capable of working both independently and collaboratively
- Ability to manage multiple tasks at once while delivering best-practice results
- Ability to use computer and internet-based programs for grant reporting and general communication
- Ability to see the big picture while focusing on the details
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**PREFERRED SKILLS:**

- Experience in event planning, programming and promotion, preferably with high school/college aged youth
- Skilled in curriculum development and facilitation with anti-oppression framework
- Basic knowledge and understanding of the concepts, models, analysis and terminology related to structural oppression and privilege, with particular focus on LGBT rights, racial justice, gender justice, disability justice and/or combatting anti-Semitism.
- Experience in writing grants and creating/implementing fundraising strategies preferred

Logistical requirements:

- Must be able to pass a NC background check
- Must have a valid driver's license
- Must be able to work with youth and young adults

- Must be comfortable working in a busy office setting and have the ability to travel on and off-campus as needed

**ADDITIONAL DETAILS:**

- Qualified applicants will face the world with compassion, kindness, optimism, initiative and humility.
- They will frame their work in a highly organized, detail-focused, deadline-driven and proactive manner.
- They will be sincerely dedicated to the recruitment, mentoring, and professional development of student employees.
- They will understand that a strong administrative foundation is vital to supporting a successful program and address related needs and tasks efficiently and effectively.

**HOW TO APPLY:**

Please submit a CV, cover letter, writing sample, and three references to Hannah James (hjames@unca.edu). by April 15, 2017. Please use the subject line “Tzedek Fellowship Application 2017” in your email.

**\*\*\*People of Color, LGBTQ individuals, and WNC residents are strongly encouraged to apply.\*\*\***

**COMPENSATION AND BENEFITS:**

The Tzedek Social Justice Fellowship is a full-time, eleven month, non-renewable, temporary position. Fellows receive a base salary of \$28,000, employee sponsored health care or a health care stipend, and a professional development stipend of \$1,000. The Fellowship begins with a month-long orientation starting on August 7, 2017.

**LEAVE TIME:**

In addition to regularly scheduled university closings and breaks, the Fellow will be given two weeks vacation and up to 10 days of sick leave.

**CONTACT:**

Hannah James  
Center for Diversity Education (CDE)  
206 Highsmith Student Union, CPO 1200  
Asheville, NC 28804

<http://www.diversityed.org/>

**NON-DISCRIMINATION POLICY:**

The Center for Diversity Education is committed to equality in employment and programming. CDE does not discriminate on the basis of race, color, national origin, ancestry, sex, disability, religion, age, sexual orientation, gender expression, gender identity, or veteran status in its hiring practices, programs, services or activities. All are encouraged to apply, especially women and people of color.