The Office of Institutional Diversity, Equity, and Inclusion at Williams College is hiring a Dialogue Facilitator. This is a new opportunity for a visionary leader to grow and manage restorative practices and support productive communication and mediation efforts in our community. The Dialogue Facilitator will develop robust community engagement opportunities to spread restorative practices and encourage productive conversation and communication. This work would include mediating discussions between individuals, facilitating group meetings, and developing trainings or workshops to expand capacity throughout the College. While the Dialogue Facilitator will inevitably respond to issues as they come up, they will also be proactive and deliberate as we aspire to encourage respectful conversation, collaboration, interconnection, healing, and accountability.

The dialogue facilitator will report to the AVP for Diversity and Equity and also work closely with the AVP for Campus Engagement. The Dialogue Facilitator is a critical and contributing member of the Office of Institutional Diversity and Equity. To learn more about the Office of Institutional Diversity and Equity visit [http://diversity.williams.edu/](http://diversity.williams.edu/).

Our expectation is that the successful candidate will excel at working in a community that is broadly diverse with regard to race, ethnicity, economic status, gender, nationality, sexual orientation, and religion. An understanding of explicit and implicit bias, associated power dynamics and manifestations are central. In a cover letter, applicants should describe how they will embrace the college’s commitment to fostering an inclusive community, as well as their experience successfully facilitating dialogue, mediation and restorative practices among individuals, including those from historically marginalized or underserved groups.

The successful candidate will be a skilled mediator, facilitator, and workshop developer and leader. They will have expertise in the principles of restorative practices and experience developing and delivering restorative practices workshops or trainings to a variety of audiences; demonstrate a deep knowledge and understanding of student development; be competent in designing and implementing new and existing programs; have the ability to work well with diverse populations; strong practical understanding of diversity, equity and inclusion; have the capacity to develop, nurture, and advance people and partnerships; have creative problem-solving skills; and have excellent communication and strong organizational and programming skills.

**Primary responsibilities include:**

- Serving as a mediator to resolve conflicts between and among constituents;
- Facilitating group discussions, meetings, and workshops;
- Developing and advancing the vision and goals of restorative practices in collaboration with college leadership and teams;
- Managing the adoption of restorative practices across campus;
Managing the integration of restorative practices and campus policies, including through student, faculty, and staff workshops and circle facilitation;

- Coordinating and encouraging the work of those engaged in restorative practices programming;
- Developing proactive/preventative restorative practice programming to meet identified campus and community needs;

- Serving as an ambassador for our work on and off campus;
- Serving on appropriate campus-wide committees
- Overseeing the collection of necessary data and prepare reports as required;
- Collaborating with core divisions and constituent groups;
- Supporting external workshops; and
- Participating in strategic discussions and planning.

This position is a full-time, year-round appointment. Salary will be commensurate with experience and qualifications. A bachelor’s degree is required, advanced degree preferred, with at least five years of relevant experience. For optimal consideration, submit a resume and cover letter by January 6, 2020 - all applications will be reviewed at that time with the expectation that a pool of finalists will be identified in January. The position will remain open until filled.

Williams College, a coeducational liberal arts institution located in the Berkshire Hills of western Massachusetts, is committed to building and supporting a diverse population of approximately 2,000 students, and to fostering a diverse faculty and staff. Williams fully meets its legal obligations for non-discrimination. It is an exciting time to join the Office of Institutional Diversity and Equity, now in its second decade of existence, and the Williams community as the institution embarks on a planning process for the future. For additional information, you may visit the Williams College website at http://www.williams.edu.

Employment at Williams is contingent on the verification of background information submitted by the applicant, including education and past employment, and the completion of a criminal record check.

To apply for this position, please visit http://staff-careers.williams.edu. If you have any questions, please feel free to contact us via phone at (413) 597-4247 or email at hr@williams.edu.