

POSITION DESCRIPTION *(LAST UPDATED 7/7/22)*

Segal Program Assistant Director

at The Institute for Economic and Racial Equity
at The Heller School at Brandeis University, Waltham, MA.

[The Institute for Economic and Racial Equity](#) (IERE) at [The Heller School](#) at [Brandeis University](#) seeks a Segal Program Assistant Director for the Eli J. & Phyllis N. [Segal Citizen Leadership Program](#). The Segal Program Assistant Director will report to the Segal Program Director and work closely with the team at the Institute. A full job description is available at the University's [Human Resources website](#).

Organizational Context:

Within the Heller School's mission of *knowledge advancing social justice*, "Working at the intersections of academia, policy, and practice, IERE and our partners work with diverse communities to transform structures, policies, and narratives. Grounded in a social justice tradition, our research informs strategic action for racial and economic justice to achieve an inclusive, equitable society."

Within the Institute, the mission of the Segal Citizen Leadership Program is to foster the next generation of citizen leaders. It was established to honor and continue the work of the late Eli Segal, his wife Phyllis, and their commitment to developing new generations of leaders. The Program is a constantly expanding, intergenerational constellation of citizen leaders working across all sectors, who give each other lifelong support as they devise solutions to society's most intractable problems. With the help of over 600 partners, 148 lifelong Segal Fellows are making an impact across issue areas, sectors, and generations.

Position Summary:

The Segal Program Assistant Director oversees data management, develops and leads programming for, and supports the coordination of the Eli J. and Phyllis N. Segal Citizen Leadership Program. They oversee the Program's data management; partner with the Director to lead program evaluation and on the development/facilitation of citizen leadership and racial justice programming; manage communications with Fellows, social media outlets, and program website; and provide some additional support across the Program.

The Assistant Director reports to the Segal Program Director and partners with communications and administrative professionals from within IERE. Their role includes interactions with a variety of stakeholders, independent leadership/thinking, and management of program elements. May supervise occasional, part-time student workers.

Examples of Key Responsibilities:

- Oversees data management for the program, including developing/managing data management systems and tracking/updating data, and partners with Director to help lead program evaluation, including setting and monitoring program goals and providing initial evaluation analysis.
- Creates and manages original communications with Segal Fellows (including monthly Fellow Newsletter), on social media outlets (including management and editing of videos/YouTube channel), and on the Segal Program website, with some support from the institute/center's communications professional, and supports content development and production for other program reports/mailings.
- Develops and leads citizen leadership programming, including co-facilitating the first year citizen leadership curriculum and Segal Retreat, and assistance with the planning and management of programming/events, such as the Retreat, ongoing Fellow leadership development opportunities, and other Segal Network events.
- Manages and develops programming to better connect and support Fellows, such as Segal Buddy Program, Segal Interest Groups, Leadership Development Funds, and other peer-peer Fellow connections.
- Takes a lead on and works with the Segal Program Director to center equity, inclusion, and belonging throughout the Program, including selecting, orienting, and supporting a diverse group of Fellows, and planning and executing programming and leadership development opportunities that reflect a racial justice and antiracism focus.
- Completes some administrative and clerical roles, as needed.
- Occasional travel required.

Qualifications:

Bachelor's degree required, Master's degree preferred, plus at least 3-5 years of relevant experience. Qualifications include:

- Previous leadership with
 - Evaluation/data analysis,
 - Data management systems,
 - Social media/website management,
 - Communications design/management,
 - Developing/facilitating trainings/events, and
 - Managing multiple projects at once.
- Commitment to fostering a focus on equity, inclusion, diversity & antiracism.
- We welcome candidates who have experience with the national service world or who are national service alumni.

Compensation:

Starting salary in the mid 60s.

Location:

Brandeis University is located in Waltham, MA. Currently, the work schedule for this position includes the opportunity to work remotely approximately two days a week and work in the office on campus approximately three days a week. The opportunity to work this hybrid schedule is at the discretion of the manager and as business needs require and may change in the future.

How to Apply:

The position is [posted on the Brandeis University website](#). Please submit a cover letter and resume.

Applications will be reviewed on a rolling basis and are encouraged by July 24, 2022. Questions should be directed to Segal Program Director Susie Flug-Silva (flugsilva@brandeis.edu).

Closing Statement:

Brandeis University is committed to providing its students, faculty and staff with an environment conducive to learning and working and where all people are treated with respect and dignity. We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, ancestry, national origin, ethnicity, caste, sex, pregnancy, sexual orientation, gender identity/expression, including transgender identity, religion, disability, age, genetics, active military or veteran status and any other characteristics protected under applicable federal or Massachusetts law.