



Job Description **Black Healing & Joy Coordinator**

REPORT TO: Associate Director of Programs & Community Wellness

ONGOING COLLABORATION: S2SS Program Coordinators, Contractors, Associate Directors, Finance Manager and Executive Director

Organizational Overview

Soul 2 Soul Sisters is a grassroots, racial justice nonprofit. **Our mission** is to transform Colorado and beyond through Black Women-centered, love-based racial justice programs that focus on anti-Black racism, reproductive justice, reparations, and Black civic engagement and policy toward actualizing **Black healing, Black liberation and liberation for all**. Through our work, Soul 2 Soul Sisters strives to provide a sacred space for Black Women to rest, share their experiences, and develop and implement strategic plans for individual and collective peace, power, and joy.

A precious and protected aspect of Soul 2 Soul Sisters is we support Black Girls, women, femmes, and them wherever they are in the broad spectrum of their lived experiences. Soul 2 Soul Sisters is boldly centering, honoring and protecting Black Girls and Black Women as we lead a love-based revolution.

Inspired by Womanist creative thought, the following principles guide Soul 2 Soul Sisters:

1. **All Black women, femmes and gender expansive beloveds.** Soul 2 Soul Sisters privileges Black people who identify as Woman, Trans, Non-Binary, Queer, elderly, spiritual, courageous, outrageous, religious, audacious, incarcerated, formerly incarcerated, serious, spontaneous, playful, disabled, creative, immigrant ... All Black Women are divine creations and are welcome.
2. **Self-love and love of Black women, femmes, and gender expansive beloveds are medicine to the soul.** Where there is self-love and love of Black Women, there is healing and liberation. Self-love and love of Black Women are intentional and unleash the power of each Black Woman. Self-love and love of Black Women promote growth and innovation, cultivating sacred space for creativity, vision and joy. Self-love and love of Black Women connect us with our ancestors, Universe, the Divine, and with generations to come. Through self-love and love of Black Women, we create futures in which each Black Woman is free.
3. **For Black women, femmes, and gender expansive beloveds, REST is a spiritual practice.** In a world that seeks to ravage every fiber of Black Women, rest is refreshing radical resistance. Rest is not lazy or selfish – rather it is nourishing, essential and divine. Rest is a spiritual practice since it helps us connect with the Divine, our humanity and each other more deeply. We do the work that our souls require. And we rest.
4. **Black liberation work liberates Black Women, femmes, and gender expansive beloveds. NOW.** Since Black Women, femmes, and them have been robbed of liberation, it is our duty to create,



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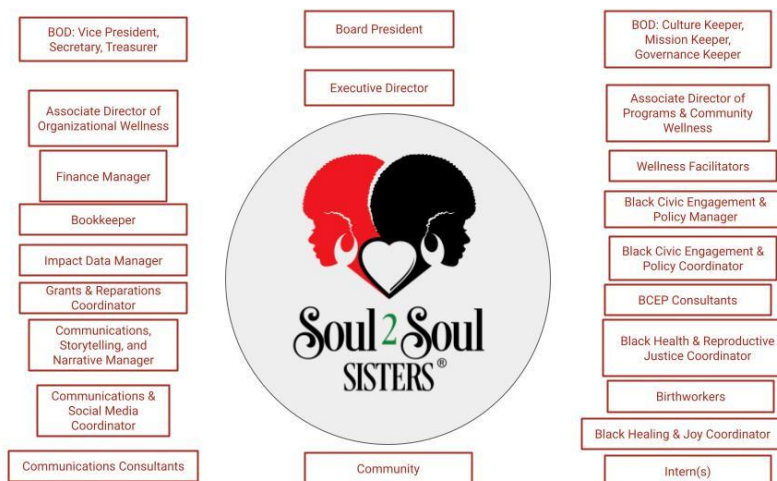
chant, eat, sing, speak truth, be round, rest, deliver babies, march, celebrate, dance, vote, laugh, and more. We embody life-loving power as we get free. Now.

To learn more about Soul 2 Soul Sisters, please visit www.soul2soulsisters.org.

Position Overview

The Black Healing & Joy Coordinator is a role split between our Black Healing, Health & Joy program and our Black Civic Engagement program. This position weaves healing throughout both programs as well as leads the development and implementation of Self-Love Saturdays for Black Women, Femmes and Thems, Collaborates on SistaSoul Search Retreat for Black Women, Femmes and Thems, and collaborates with HERstory and leads Healing Circles for Black program participants as well as at outside organizations, institutions and high schools. A key responsibility of the Black Healing & Joy Coordinator includes assisting in cultivating an anti-white supremacist organizational culture that consists of ongoing centering and honoring of Black Women & teens, relationship-building, ongoing training and development, transparency, equitable dialogue, learning, making mistakes, celebration, lament, healthy conflict resolution, and much more. The Black Healing & Joy Coordinator is in ongoing communication with the Black Health & Reproductive Justice Coordinator and Associate Director of Programs & Community Wellness. The Black Women's Healing & Joy Coordinator reports to the Associate Director of Programs & Community Wellness and is evaluated by Associate Director of Programs & Community Wellness.

Organizational Structure





Job Description

Black Healing & Joy Coordinator

Key Job Responsibilities

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This is a creative, loving, intuitive, sometimes swiftly-paced role that is foundational to the experience of and with Soul 2 Soul Sisters for staff members, Board members, contractors, interns, volunteers, and program participants. The work ranges from developing/implementing robust programming to being responsive to the most pressing needs of Black Womxn. The work is in five main categories:

Organizational Health & Wellness

- Assist in cultivating an organizational culture that includes centering and honoring of Black Women , Femmes & Them, relationship-building, individual/collective wellness praxis, joy, ongoing training/development, rest, transparency, equitable dialogue, learning opportunities, making mistakes, celebration, lament, healthy conflict resolution as it relates to Black Healing and Joy.
- Assist in cultivating positive, healthy relationships among staff members and contractors.
- Participate in healing and health practices for staff and contractors.
- Cultivate sustained relationships, communication, and collaboration with Soul 2 Soul Sisters Staff, contractors and interns.
- Follow standard financial operating procedures developed by the Financial Manager.
- Develop EOY programming report.
- Develop a program plan for the upcoming year.
- Look for and participate in professional development and professional growth trainings.
- Participate in meetings with grant writers and funders as necessary.
- Participate in the onboarding of new staff.
- Complete paperwork.
- Daily inter-and intra-organizational emails, calls and texts.

Black Healing & Joy

- Knowledgeable of the healing and health realities of Black people and how healing modalities can impact the social determinants of health. These include Reproductive Justice, Mental Health, spiritual health, etc
- Has significant knowledge of the reproductive justice framework, which is foundational in designing and strengthening Soul 2 Soul Sisters healing and health work in ways that protect and honor Black Women's right to live in dignity with access to the resources needed to make informed decisions about our health, families and futures.



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Black Healing & Joy Coordinator

- Assists the Program Coordinator in securing opportunities for staff member, Board, contractors, interns, and volunteers to more deeply live into and experience Soul 2 Soul Sisters' foundational principles as it relates to Black healing and joy.
- Hold healing circles cross programmatically
- Hold healing circles for outside organizations, institutions, and high schools. These are including holding space for transformative justice conversations externally.
- This position requires weekly outreach to organizations, institutions, and high schools both locally and nationwide.

Black Civic Engagement

- Work in partnership with Black Civic Engagement & Policy Manager to execute
 - Events
 - Testimonies
 - LTEs
 - Trainings
 - Other tasks
- Assist in building campaigns, planning for upcoming sessions and events
 - Graphics
 - videos
 - reaching out to coalition partners for support
- Attend meetings for CCER, coalition meetings, collaboration calls
- Table at events and share our Civic Engagement and Policy work with community
- Holding healing circles in collaboration with BCE Manager and interns
- Send emails to volunteers
- Share data to include in quarterly and EOY reporting

Program Coordination

- Lead the implementation of Soul 2 Soul Sisters' Black Healing & Joy programming
- Monitors program challenges and successes, responding accordingly to maintain alignment with Soul 2 Soul Sisters' mission
- Ensure synchronicity of programs and their interdependencies
- Ensure that all programming is provided in a vibrant, engaging and sensitive manner regarding religious tradition, race/ethnicity, gender identity and sexual orientation
- Responsible for collaborating with Communications Team on all marketing communications related to Black Healing & Joy (i.e. interpersonal communications, social media/email/printed publicity)



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- Ensure Black Women participants complete an evaluation of each program
- Ensure Black program facilitators are compensated for their contributions in a timely manner
- Develop EOM Program Reports
- Develop EOY Program Reports
- Develop programming plan for upcoming year
- Develop innovative, bold, and consistent approaches for providing substantive programming for Black Women, Femmes & Them
- Collaborate weekly with Programs Coordinator in support of maintaining a smooth workflow, cohesive programming, and sustainable workload
- Collaborate with Black Civic Engagement and Policy Manager to drive a seamless connection between our electoral and healing justice work
- Collaborate with Communications Coordinator in support of an integrative and creative communications approach to our Black Healing & Joy work
- Participate in check in conversation with Executive Director

Healthy Communication

- In sustained relationship, communication, and collaboration with Soul 2 Soul Sisters Staff, contractors and interns
- Serves as one of Soul 2 Soul Sisters main healing justice spokespersons communicating verbally and in writing to: 1) Black Women, femmes and them, the Black community, and the general public; religious, racial justice, reproductive justice, reparations, civic leaders, and community agencies; and 3) established and potential Soul 2 Soul Sisters funders and supporters
- Develops innovative, bold, and consistent approaches for recruiting Black Women, Femmes and Them to participate in Soul 2 Soul Sisters programming
- Engage in public relations (i.e. media relations, public speaking opportunities) and marketing programming highlights to maintain a positive public image, community trust, and to potentially attract collaborators or participants
- Attend meeting with grant writers
- Attend meeting with Board members
- Daily inter-organizational emails, calls, and texts

Healthy Collaborations

- Develops or deepens collaborative relationships with Black Women leaders, Black Women-led groups/grassroots organizations toward effecting social transformation that positively impacts the lives of Black Women
- Conducts one-to-one conversations with programming partners and supporters to identify ways to collaborate, thereby strengthening Soul 2 Soul Sisters Healing, Health & Joy work
- Maintains positive communication with the wide range of participants involved in programming



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- Assists in amplifying Soul 2 Soul Sisters' position as a trusted community organization by being active and visible in the community
- Expertise in working collaboratively to determine innovative and honoring ways to resolve challenges.
- Daily emails, calls, texts with present and potential collaborators

Knowledge, Skills & Educational Requirements:

- Commitment to Black Women, reproductive health/rights/justice, intersectional racial justice, Black communities, reparations, and Black voter engagement.
- Commitment to realizing personal healing and liberation
- Ability to work with people of all ages, ethnicities, religions, sexual, economic, and gender identities.
- Has strong leadership and organizational skills.
- Transparent and high integrity leadership.
- Strong organizational programming abilities including visioning, planning, curriculum development, program implementation, and delegating.
- Bachelor's degree in Religious Studies, Africana Studies, Black Feminist/Womanist/Feminist Studies, Communications, Community Organizing and Advocacy, Cultural Studies, Environmental Studies, Non-Profit Administration, and/or equivalent.
- Works positively with the wide range of participants involved in programming
- Expertise in working collaboratively to determine innovative and honoring ways to resolve challenges.
- Experience planning and facilitating engaging and effective workshops, trainings, meetings, and other community events.
- Excellent interpersonal skills, with demonstrated ability to interact effectively with people from diverse backgrounds and professional arenas. Must be able to work effectively with the Board of Directors, Staff, Interns, Volunteers and Program Participants, organizations, news media, and other stakeholders
- Excellent organizational skills, including the ability to handle multiple priorities with attention to detail and in a timely manner as well as flexibility and adaptability to change.
- Strong listening and problem-solving skills – ability to identify, evaluate, and solve problems effectively.
- Willingness and ability to have a flexible work schedule.
- Willingness and ability to travel.

Other Requirements

- Valid driver's license, legally required car insurance, and use of a personal vehicle during business hours.
- Flexibility with work schedule – schedule requires some evenings and weekends and air travel.



Soul 2 Soul
SISTERS

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Salary & Benefits

\$63,271 - \$78,031 commensurate with experience.

- Generous health benefits package..
- Significant opportunities for professional development and growth.
- This is a full-time position with length-of-time contingent on new/available funding.

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Location: This position is usually based in the Denver Metro area with some required travel.

This job description is subject to change based on funding availability and needs of Soul 2 Soul Sisters.

EQUAL OPPORTUNITY

Soul 2 Soul Sisters is an equal opportunity employer. Young Women/people, transgender people, gender expansive people, people living with disabilities and formerly incarcerated people are strongly encouraged to apply.