



Discussion Meeting Facilitator

Location: Local

Time Duration: Long Term

Job Description

Job Summary: Responsible for attending, running, and summarizing ERACE Discussion meetings.

List of key responsibilities

- Should take notes of the general points made in the discussion
- Be clear about the purpose and expected outcomes of the discussion
- Create a welcoming environment
- Keep the discussion focused on the topic
- Clarify the questions and comments of participants, if necessary
- Act as an unbiased, neutral commentator
- Decide when to resolve conflict/hostile interaction
- Share information and resources and encourage others to do the same
- Encourage and guide the discussion
- Follow all ERACE Discussion Guidelines

ERACE

All colors with love and respect. Join us!

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