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# City and County of Denver Careers

## Equity, Diversity, and Inclusion Administrator - Denver Human Services

📍 Denver

🕒 Posted 8 Days Ago

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🕒 Full time

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R0033589

## About Us



### About Our Job

This posting will accept applications until February 21st. Please apply as soon as possible.

#### About Denver Human Services

Denver Human Services provides support to one in three Denver residents. We envision a healthy community where people are connected, supported, safe, and well. Our services include food, cash and medical benefits, child support and veteran services, child welfare and adult protection, work opportunities, and more. If you are committed to supporting the health and strength of the community and want to be a part of an engaged workplace, we'd love to work with you!

Denver Human Services is comprised of the following Divisions and program areas: The Family and Adult Assistance Division that supports the public with applying for public assistance programs and child support services; the Community Outreach and Resource Engagement Division that provides DHS services in collaboration with community partners throughout the City and County of Denver; Prevention and Protection to support child welfare and adult protection; and a Support Services Division which includes Performance Improvement and Accountability.

#### About Community Impact and Strategic Planning

Denver is the nation's top place to live, work, and play, and we need the best people working for the residents of Denver. People who want to make a difference; people who want to give back; people who want to be at the heart of this city and have a hand in creating our future.

Equity, diversity and inclusion are cornerstones of our values at the City and County of Denver. We celebrate uniqueness and strive to be a world-class city where everyone matters. Join us! Be a part of the city that you love. **#WhereDenverWorks**

The Community Impact and Strategic Planning team is comprised of the Marketing and Communications Team, the DHS Strategic Framework and initiatives: Human Together, and additional areas of Community Impact ranging from community partnerships and investments, collaborations with other city agencies, non-profits, and community-based organizations. The Administrator of Equity, Diversity, and Inclusion (EDI) is connected to the Community Impact and Strategic Planning team, supporting the agency's Equity Plan as a consultant and guide. This position will bring a passion for work that focuses on organizational culture and an expertise in EDI. This work will have an impact across diverse lanes of work, supporting all levels of DHS staff, facilitating workshops, trainings, and programs, reviewing policies and practices with an equity and inclusion lens, and support future strategic planning and implementation of Equity, Diversity, and Inclusion encompassing all areas at DHS.

Over the past three years, Denver Human Services has worked to further define what it means to "Be Human". While our work has been rooted in providing services that support basic human needs, or what we call essential services, we acknowledge that the whole person cannot thrive without addressing those structural and systemic barriers that prevent all from experiencing equity, inclusion, and respect for diversity. Our mission is "to partner with the community to protect those in harm's way and help all people in need". In fulfilling this mission, we understand that the intersections of race and poverty have impacted the disproportionate representation of Black, Indigenous, and people of color (BIPOC) involvement and experience with our agency, the criminal justice system, homelessness, poverty, and poor health outcomes. We believe in and are guided by working to improve: Equity and Access; Safety and Wellness; Connectivity; Economic Resilience; and supporting our Workforce. We are committing to include in our work, a strategic focus on Equity, Diversity, and Inclusion for all people.

The Administrator of Equity, Diversity, and Inclusion is a key leader responsible for building and guiding equity, diversity, and inclusion programs. In this role, you will work effectively with internal stakeholders and present to all levels of employees, such as conducting presentations to build awareness and provide updates to stakeholders on the progress of key initiatives. You will serve as an effective facilitator and advisor with the ability to facilitate difficult conversations with staff, teams, executive management, OHR, and our community.

Additionally, the Equity, Diversity, and Inclusion Administrator will:

For more information about our hiring process including ADA resources, assessments and testing, pre-employment, and onboarding, click [here](#). For information about employee benefits, click [here](#).

- Support the alignment and integration of the equity diversity, and inclusion (EDI) work and goals with the DHS Mission, Vision, Strategic Framework, and each Division throughout the agency. This can include supporting executive communications on the topic.
- Design, coordinate, launch, and promote diversity programs and initiatives across DHS for increased engagement, participation, and visibility.
- Measure, track and analyze the effectiveness of initiatives focused on creating a culture of inclusion that drives our retention strategies and employee engagement.
- Develop short- and long-term vision, strategy and planning for the growth and evolution of Employee Resource Groups (ERGs). Provides “outside the box” thought leadership and expertise in growing and supporting the ERGs.
- Keep current with leading research on EDI initiatives by leveraging expertise and continued learning opportunities.
- Provide impactful in-person and online EDI content and training in partnership with the Mayor’s Office of Social Equity and Innovation, OHR, and training teams throughout DHS.
- Advise on the Identification and creation of strategic relationships with external stakeholders, community organizations, and diverse community leaders, to advance Denver Human Services EDI goals

## About You

Our ideal candidate will have:

- Experience working in a complex and evidence-oriented social change organization/non-profit/foundation or social sector management consultancy.
- Additionally, this person will possess:
- Exceptional understanding of others - seeks deep understanding of the identities, experiences perceptions, values, beliefs, behaviors and practices of people from different cultural communities
  - Strong understanding of system issues - seeks to understand the dynamics of power, privilege and oppression through socio-political histories and realities within systems and on a personal level
  - Be diplomatic, patient and able to maintain respect-

ful environments during difficult conversations and situations

- Possess (3) to (5) years of professional experience in the equity, diversity, and inclusion space. This can include work on anti-oppression initiatives, addressing systemic racism, and explicit/implicit bias, creating and conducting related trainings
- Have three (3) years of demonstrated success in the administration of community, government, educational or social justice programs
- At least (3) years of public speaking or facilitation experience.
- Demonstrated experienced leading teams, projects, or initiatives that have an agency or community wide impact.
- The ability to be a strong communicator with high emotional intelligence and interpersonal social skills

We realize your time is valuable so please do not apply if you do not have at least the following required minimum qualifications:

- Education requirement: Bachelor's Degree in a related field based on a specific position(s).
- Experience Requirement: Three (3) years of experience acting as an administrator or a full performance level professional within a specialized, functional area. (Some positions may require experience in a specific area.)
- Education/Experience Equivalency: One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.
- Additional appropriate education may be substituted for the minimum experience requirements.

## About Everything Else

### Job Profile

CA2308 Administrator II

To view the full job profile including position specifications, physical demands, and probationary period, click [here](#).

### Position Type

Unlimited

### Position Salary Range

\$76,307.00 - \$122,091.00

## Starting Pay

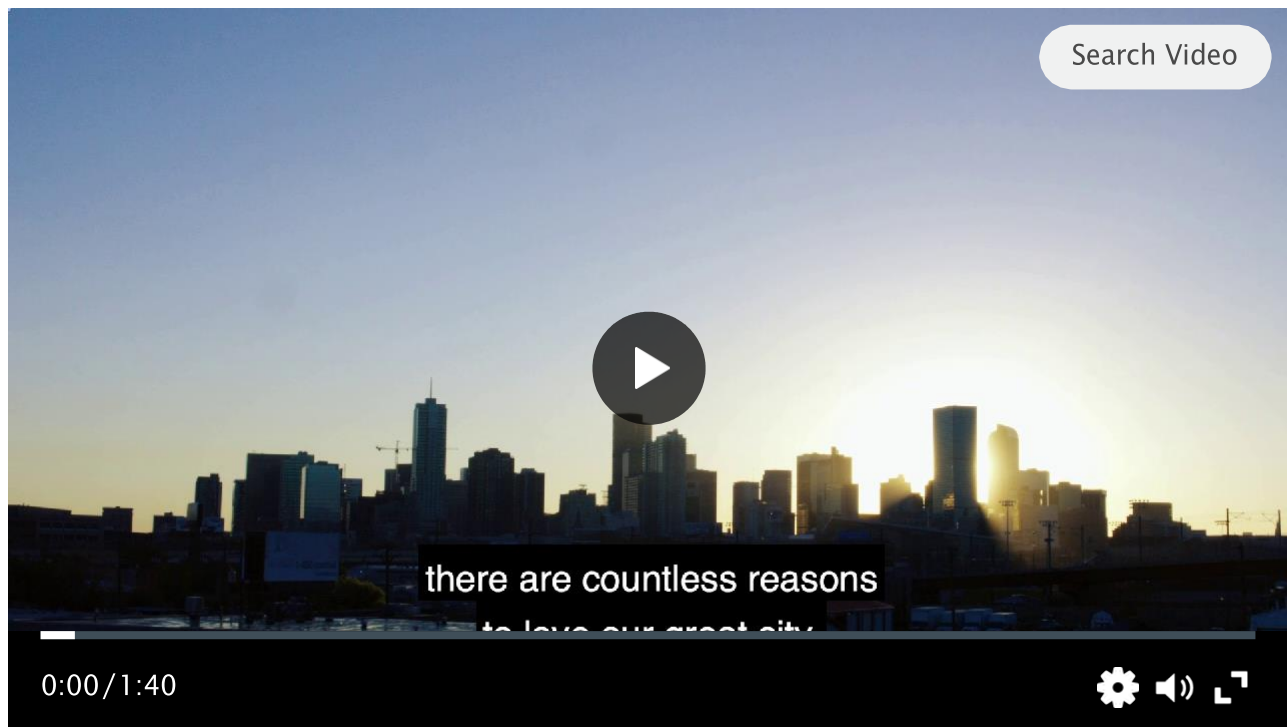
Based on education and experience

## Agency

Denver Human Services

*The City and County of Denver provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, national origin, sex, sexual orientation, gender identity, national origin, disability, genetic information, age, or any other status protected under federal, state, and/or local law.*

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