



Diversity, Equity & Inclusion Administrator Job Description

FLSA: Non-Exempt
Reports To: Town Administrator

Grade: 18
Effective Date: 02/19/2021

NATURE OF WORK:

This position provides leadership in the development and delivery of diversity strategies, programs, initiatives and services that enhance inclusion and cultural competence in the workplace and the community. The individual in this role must be a strategic thinker who is able to translate the Town's vision, strategic initiatives and values into programmatic solutions serving both Town Employee's and members of the public in coordination with the Town of Erie Diversity, Equity and Inclusion Advisory Board.

DUTIES AND RESPONSIBILITIES: List duties in order of importance **Program Administration**

- The Diversity, Equity and Inclusion Administrator is a key leader responsible for building and guiding equity, diversity, and inclusion programs. In this role, you will work effectively with internal and external stake-holders and present to all levels of employees, leadership and Erie advisory boards 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, HR and our community.
- Support the alignment and integration of the diversity, equity and inclusion (DEI) work and goals with stakeholders, Mission, Vision, Values and each department throughout the Town. This can include supporting executive communications on the topic.
- Design, coordinate, launch, and promote diversity programs and initiatives across the Town to include employees and community members 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.
- Keep current with leading research on DEI initiatives by leveraging expertise and continued learning opportunities.
- Provide impactful in-person and online DEI content and training in partnership with the Board of Trustees, DEI Advisory Board, and senior staff.
- Advise on the Identification and creation of strategic relationships with external stakeholders, community organizations, and diverse community leaders, to advance the Town of Erie DEI initiatives.
- Responsible for supporting the DEI Advisory Board and coordinating external community outreach and education, such as organizing things like the "Talking with Children About Race" series.
- Coordinating community wide celebrations and recognitions, ensuring community spaces are welcoming to people of diverse groups such as race, gender, religion, nationality and sexual orientation.
- Identifying and fixing structural inequities. Essential Duty 1
- Performs related work as required and assigned.



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MINIMUM QUALIFICATIONS:

Bachelor's Degree in a related field. Possess three to five 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. Three years of demonstrated success in the administration of community, government, educational or social justice programs. Three years of public speaking or facilitation experience. Demonstrated experienced leading teams, projects, or initiatives that have an agency or community wide impact. A combination of education and experience may be considered.

KNOWLEDGE, SKILLS & ABILITIES REQUIRED:

Knowledge of: The Civil Rights Act, EEO compliance, and affirmative action. Knowledge of diversity and cross-cultural competence. Experience in training and development of employees. Knowledge of ADA and the Rehabilitation Act.

Skills and Abilities: The ability to be a strong communicator with high emotional intelligence and interpersonal social skills. Ability to develop strategic plans, related initiatives, and performance measures. Collaboration skills and ability to work effectively across all departments and engage staff at all levels. Ability to interpret and ensure compliance with internal policies and procedures. Skilled in conflict resolution. Skilled in policy/regulation interpretation and regulatory compliance. Skilled in working with individuals with a broad range of disabilities. Ability to work effectively and build rapport with individuals from varied backgrounds and experiences. Ability to pay attention to detail, spot issues and notice inconsistencies. Skilled in effective time management and ability to set and meet deadlines. Ability to work independently and take full responsibility for projects. Skilled in critical thinking skills and ability to analyze issues and recommend solutions. Ability to maintain confidentiality. Ability to communicate effectively, both orally and in writing.

Environmental Factors:

Work is performed in a standard office environment. Frequent to constant use of a personal computer. Work may involve competing demands, performing multiple tasks, working to deadlines.

Physical Factors:

While performing the duties of this job, the employee is frequently required to sit for extended periods of time and occasionally lift storage boxes of 20lbs or more.



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Administrator
Job Description

Reviewed By: Alicia Melendez

Date: 02/19/2021

Print Employee Name: _____

Employee Signature: _____

Date: _____