



Transforming Parents' Lives. Improving Children's Futures.

Diversity, Equity, Inclusion, & Culture (DEIC) Officer

The Diversity, Equity, Inclusion, and Culture Officer will champion initiatives and work with all employees and residents of Warren Village to improve opportunities for a more inclusive workforce related to race, ethnicity, disability, gender, gender identity and sexual orientation. This is a part-time position working 25-30 hours per week.

Warren Village practices and measures diversity, equity, inclusion and culture competency as a core expectation for all positions.

Essential functions:

- Contribute to an organizational culture of respect and personal accountability regarding Diversity, Equity and Inclusiveness, promoting cultural proficiency in all aspects of Warren Village programs and operations.
- Oversee the diversity and inclusion goals and objectives of Warren Village and create related processes and curriculum by which to meet these goals.
- Actively grow the organization's DEI information and resources, producing and/or forwarding on at least 30 minutes of resources per month to all staff.
- Oversee the strategic Diversity, Equity, Inclusion and Culture committee, consisting of staff, residents, alumni and volunteers.
- Work with HR to identify diversity gaps, including current or projected personnel needs.
- Work with HR to implement targeted diversity recruitment strategies consistent with current office policies, objectives and needs to attract and welcome diverse employees to the organization.
- Facilitate ongoing staff trainings in a variety of diversity, equity and inclusion-related topics.
- Finalize decision-making and information-gathering racial equity tools in partnership with the DEIC committee; conduct training on utilization for all existing staff and new staff during onboarding.
- Create opportunities to engage employees in both large and small group conversations and roundtable discussions around various DEIC topics.
- Build strong relationships with colleges and universities, other non-profits, professional organizations and the greater-Denver community to advance the diversity objectives of the organization and to help attract diverse candidates.
- Develop and implement inclusion initiatives and multi-cultural events; participate in external community DEI work in the form of panel-discussion participation, leading conference sessions, contribute to DEI publications, or other.
- Identify areas of improvement in multi-cultural or minority support within the organization.
- Assist in maintaining equal opportunity and affirmative action regulations, as well as common non-discrimination policy.
- Serve on working groups and subcommittees within the organization to provide a diversity, equity, and inclusion lens.

Minimum Requirements:

- Bachelors' Degree (BA) from a four-year college or university with a Diversity, Equity, Inclusion and Culture emphasis; or a certificate in Diversity, Equity, Inclusion and Culture.
(Education substitute: 2 year of related experience for one year of education.)
- Minimum 3 years' experience in diverse/equity outreach initiatives and/or diversity recruitment efforts, including attracting and maintaining a diverse workforce.

Required/Preferred education and/or experience:

Salary & Benefits: \$30.00 to \$36.00 per hour DOE. Attractive benefit package including medical, dental, and vision insurance as well as a company contributed Health Savings Account and a Flexible spending accounts, company paid Life and LTD insurance, a childcare discount in our fully accredited Early Learning Center, a matching 403(b) retirement plan and a generous PTO package.

To Apply: Interested candidates should submit the following items (as separate PDF attachments) to careers@warrenvillage.org. Subject line: **DEIC Officer**.

1. Resume
2. Cover letter

Only applicants selected for an interview will be contacted.

The above declarations are not intended to be an "all-inclusive" list of the duties and responsibilities of the job described, nor are they intended to be such a listing of the skills and abilities required to do the job. Rather, they are intended only to describe the general nature of the job.

We do not accept unsolicited resumes from recruiting agencies. Warren Village is proud to be an Equal Opportunity Employer. We are committed to equal employment opportunity regardless of race, color, religion, sex (including pregnancy or related medical conditions), national origin, veteran status, sexual orientation, gender identity, age, disability, marital status, or another protected category. If you have a disability or special need that requires accommodation, please contact us at careers@warrenvillage.org.