



Transforming Parents' Lives. Improving Children's Futures.

## Equity & Inclusion Program Manager -PT

### Summary/objective:

***This is a part-time exempt position 30+ hours per week, Monday -Friday,*** reporting to the Director of Human Resources.

The Equity & Inclusion Program Manager will help develop and ensure the implementation of Diversity, Equity, Inclusion & Culture (DEIC) related initiatives and work with all employees and residents of Warren Village to improve opportunities for a more inclusive workforce.

**Warren Village recognizes that our backgrounds are broad and our talents are many, from different lived experiences. We value and leverage our differences to encompass and reflect the communities we serve. We align our policies, practices and resources so that people of all races, cultures, identities and socioeconomic status may feel valued and respected.**

### Essential Functions and Responsibilities:

- Work with leadership to develop strategies to further 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.
- Develop and oversee the equity and inclusion goals and objectives of Warren Village as codified in the Strategic Framework, and create/execute related processes and curriculum by which to meet these goals and objectives.
- Actively grow the organization's DEIC shared knowledge and resources, producing and/or forwarding on at least 30 minutes of resources per month to all staff for their required DEIC knowledge and skill building.
- Oversee the Diversity, Equity, Inclusion and Culture committee, consisting of staff, residents, and alumna.
- 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, in conjunction with contracted external DEIC trainers, and continually monitor their effectiveness.
- Finalize decision-making and information-gathering equity tools in partnership with the DEIC committee; conduct trainings on utilization for all existing staff and new staff during onboarding and check in regularly with managers to ensure regular use.
- 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 DEIC work in the form of panel-discussion participation, leading conference sessions, contribute to DEIC publications, or other.
- Mediate conflicts between staff members that are not legal in content, to foster a better understanding and education regarding language, biases, environmental, etc.
- Identify opportunities to advance equity and inclusivity for historically marginalized groups 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.

**Competencies:**

- Strong interpersonal skills with the propensity to successfully build strong, trusting and accountable relationships with colleagues.
- Excellent communication skills, both oral and written.
- Demonstrated knowledge and experience in establishing initiatives and processes in outreach and sourcing strategies.
- Demonstrated ability to establish effective partnerships and to work collaboratively and effectively among departments and in the community.
- Demonstrated ability to effectively facilitate meaningful dialogue within diverse groups and /create spaces for shared learning and critical thinking about race, gender and other identity related topics.

**Minimum Qualifications:**

- Associate's Degree (AA) from a two-year college or university with a Diversity, Equity, Inclusion and Culture or related 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.
- Demonstrated ability to develop equity-furthering programs organization-wide, including managerial trainings to educate and engage leadership and help effectuate equity change efforts.

**Preferred education and/or experience:**

Project management experience

**Work Environment:**

The working environment is that of a typical office setting. The employee is occasionally exposed to moving mechanical parts with regards to filing cabinets, printers and computers, etc. The noise level in the work environment is usually quiet to moderate.

**Physical Demands:**

While performing the responsibilities of the Equity & Inclusion Program Manager job, the employee is required to talk and hear. The employee is often required to sit and consistently use their hands and fingers, to handle or feel. The employee is occasionally required to stand, walk, reach with arms and hands, climb or balance, and to stoop, kneel, crouch, or crawl. The vision abilities required for this job include close vision. Reasonable accommodations are made where possible to enable individuals to perform job functions.

**Salary & Benefits:** \$52,500 to \$63,750 DOE for 30 hours

Attractive benefits package, including generous paid time off (sick/vacation days) and 12 holidays. One-week closure in both winter and summer (paid outside of PTO). Matching employer 403(b) plan. Comprehensive and affordable medical, dental and vision plans for employee and dependents. Virtual telemedicine program. Voluntary supplemental Short-Term Disability and other similar benefits. Plus, company paid life and long-term disability insurance paid and Employee Assistance Program. FSA and HSA accounts. Comprehensive paid leave plans. Professional development and tuition reimbursement opportunities. Discounted Early Learning services available.

**To Apply:** Interested candidates should submit resume and cover letter (as separate PDF attachments) to [careers@warrenvillage.org](mailto:careers@warrenvillage.org). Subject line: **Equity & Inclusion Program Manager\***.

\*When determining if a candidate is a good fit, we look at more than the jobs you have been paid to do but the ranges of ways you have picked up skills and knowledge through your life. If you feel you have lived experiences that may contribute to your experience for the position, please document in cover letter.

***Only applicants selected for an interview will be contacted.***

*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 or other diverse 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](mailto:careers@warrenvillage.org).*