Job Title: Diversity, Equity & Inclusion Program Coordinator

Reports to: Diversity Equity & Inclusion (DEI) Program Manager

Classification: Non-exempt

**JOB SUMMARY:**

The Diversity, Equity & Inclusion Program Coordinator will provide project and reporting support for DEI program and initiatives under the direction of the DEI Program Manager. This role will find meaningful avenues to support employee education and involvement, systems review, reporting, and communications to execute program objectives. As such, this role requires high attention to detail, critical thinking, exceptional customer care, heightened awareness of organizational impact and ability to manage multiple priorities. And at the heart is the ability to connect, hear what isn’t being said, and compassion to find a successful, inclusive path forward.

**ESSENTIAL FUNCTIONS:**

* Creates and coordinates communication and distribution of resources with internal and external stakeholders in support of departmental activities, including managing DEI resources available on the Learning Center and intranet.
* Curates a list of recommended posts for social media engagement related to DEI and collaborates with marketing to capitalize on social media accounts and influencers to drive internal and external awareness and support. (Instagram, YouTube, Twitter, Facebook).
* Coordinates administrative needs for DEI program, including meeting set up, material prep, communication reminders, vendors, and employee activities.
* Assists with the creation of presentation and training materials to support DEI efforts. May lead meetings in support of program.
* Supports development, reporting, and forecast of metrics for DEI program and activities. Will participate in quarterly and annual reporting requirements as needed.
* Occasionally works special events outside of normal business hours within Oregon and SW Washington.
* Manages and responds to internal inquiries about DEI initiatives and activities.
* Performs other duties as assigned.

**KNOWLEDGE, SKILLS & COMPETENCIES:**

* Knowledge and understanding of the issues surrounding access, equity, diversity, inclusion, implicit bias and institutional racism.
* Exceptional customer service and interpersonal skills. Experience in working effectively and influencing decision makers with a variety of personalities in a fast-paced, progressive environment.
* Strong organizational skills and ability to manage multiple projects simultaneously in a timely manner. Careful attention to detail, accuracy in performing job duties and acts with a sense of urgency.
* Ability to maintain confidentiality.
* Well-developed personal computer skills using internet, and MS Office programs. Adept at excel and experienced in translating data into meaningful charts and dashboards.
* Exceptional verbal and written communication skills, with the ability to maintain professionalism and a positive outlook.
* Polished, professional, and effective presentation skills for all audiences and levels within and outside the organization.
* Sound decision making ability using judgement and ingenuity while keeping brand protection at forefront.

**QUALIFICATIONS:**

* Preferred 2+ years’ college (preferred areas of interest would be communications, marketing, equity studies, business, HR, training).
* DEI program experience preferred.
* Experience in building relationships with underserved or underrepresented communities and community partners.
* Light physical exertions with ability to lift up to 40 pounds.
* Ability and willingness to occasionally work night and weekends.
* Valid driver’s license, with clear driving record and reliable means of transportation for occasion travel within Oregon and SW Washington.

**PHYSICAL REQUIREMENTS:**

* Light physical exertions with ability to lift up to 40 pounds.

Screening questions

* Tell me about the connections you have with underserved populations. What roles have you held and what were your key responsibilities.
* Describe a time in which you had to take a large amount of data and consolidate it into a chart or presentation. What was difficult about the endeavor and what did you find to be most helpful as you worked through the project?
* Tell me about a time in which you took an ordinary task and developed it into something beyond expectations. What did you learn about yourself in this project?
* How do you stay organized?