

Diversity, Equity, Inclusion, and Community Engagement Officer

Department

Administration, Exempt

Immediate Supervisor

Executive Director

Job Summary

The Diversity, Equity, Inclusion, and Community Engagement Officer serves as a key member of the CALS leadership team, reporting directly to the executive director. The DEICO is responsible for the development and support of community-facing diversity, equity, and inclusion initiatives, programs, and partnerships, ensuring that community engagement efforts reach underserved and marginalized populations and are designed and delivered with cultural sensitivity and maximum effectiveness.

Essential Duties and Responsibilities

- Develop relationships with local government, non-profits, and the business community and implement high-impact efforts that advance diversity, equity, inclusion, and community cohesion. Through oversight of Community Outreach and CALS Community Liaisons, ensure the delivery of timely, relevant programming that maximizes partnerships and neighborhood assets.
- Supervise CALS community liaisons as well as the outreach coordinator.
- Through collaboration with the Development Office, work to secure necessary resources, community involvement, and financial support to champion the needs of marginalized and under-resourced library customers and communities. Ensure that the library's volunteer corps and activities create community connections and expand public outreach to diverse communities and create opportunities to maximize and elevate the diversity in our library.
- Through collaboration with the Communications Department, help to maintain the library's visibility and reputation in the community, magnifying the library's commitment to equity, diversity, and inclusion.
- Partner with Human Resources to define and build a culture that embraces and values diversity in its workforce, practices, and perspectives. Advise on issues of diversity and inclusion, including those of policy development, internal communications, and efforts that advance mutual respect and inclusion for all staff.
- Represent the Executive Director and CALS on boards and committees, through presentations, and with the media on DEI efforts and initiatives as well as other topics, as needed.
- Work with library staff to examine and explore library activities, policies, and initiatives and make strategic and proactive recommendations to support the library's DEI goals and objectives.
- Work to strategically align internal initiatives, programs, communications, and collaborations focused on reaching underserved communities, aligning initiatives, programs, and services through common goals and collaboration.

- Assist in staff training efforts; collaborate with HR to enhance recruitment, hiring, promotion, and retention of diverse staff; and provide support to employees with diverse experiences and backgrounds.
- Through Community Outreach and Community Resource Departments, lead the development of opportunities that reach underserved communities, making information, library materials, and other critical resources accessible. Develop, champion, or advise on library programs that focus on issues of DEI for the broader community.
- Work closely with relevant staff to support and promote special events and performances system-wide that increase opportunities for DEI education, promote diverse topics and presenters, and broaden the library's reach in the community.
- Partner with cross-functional teams to consult on content creation, programs, community outreach, audience development, and educational materials, overseeing the development of culturally competent programs and services.

Qualifications and Requirements

- Knowledge and experience developing and implementing programs and initiatives that promote diversity, equity, and inclusion in the community; demonstration of an excellent command of contemporary diversity, equity, and inclusion concepts, issues, and resources.
- Proven ability to develop and implement strategies that engage and mobilize diverse stakeholders, including elected officials, media, and philanthropic partners and donors.
- Exceptional communication, interpersonal, and relationship skills; excellence in writing, presentation development and delivery, and public speaking to varied audiences.
- Ability to innovate and manage change; comfort with a highly collaborative, agile environment.
- Ability to serve as a visible, involved, and engaged leader, internally and externally.
- Ability to work effectively across the organization and engage key constituents, garnering active support for CALS DEI initiatives.
- Bachelor's degree in Public Relations, Library Science, Education, Social Work, HR Development or Organizational Development, or another related field is required, plus five years of relevant experience with at least two years in a leadership role managing diversity, equity, and inclusion initiatives or a combination of education and experience. A post-graduate degree in one of the above areas and/or experience in fundraising, community/media relations, and education outreach is preferred. Competitive salary and excellent benefits.