

**Job Title:** Diversity Facilitator

**Reports To:** Express Personnel Staffing Consultants

**General Purpose:** The Diversity Facilitator's major responsibilities are to present Diversity Council curriculum as it is written to audiences or participants that are selected and/or approved by the Diversity Council and Express Personnel Services, to successfully achieve to the fullest possible extent the objectives of the work shops, to demonstrate equitable and respectful partnering and communication with all other Diversity Facilitators, Diversity Council staff and consultants, Diversity Council Board of Director members, Express Personnel staff, and to positively support the mission of the Diversity Council.

**Essential Job Functions:** (Additional duties may be assigned)

1. Attends Facilitator training sessions as required by the Diversity Council
2. Completes internship consisting of observation and practice of workshops
3. Arrives one half-hour before a scheduled work shop, with materials organized and nametag on
4. Participates in planning session with co-facilitator one-half hour before first session of the day
5. Presents Diversity Council curriculum as it is written
6. Uses only the allotted time as specified in curriculum for personal introductions
7. Communicates respectfully and in a timely manner with Education Director, Diversity Council staff, Workshop Scheduler and Express Personnel staff as needed

### **Competencies and Critical Skills**

#### ***Diversity Knowledge and Awareness***

1. Demonstrates cultural sensitivity; values human difference
2. Is open to learning about other cultures, races, ethnic groups, sexual orientations, abilities, and differences
3. Is willing to examine own biases
4. Examines and challenges traditional stereotypes and thinking patterns
5. Participates in diversity awareness training
6. Is committed to personal growth and development

#### ***Results Oriented***

1. Is committed to evaluation process
2. Makes a strong commitment to Diversity Council curriculum
3. Knows workshop objectives; is willing and able to support and achieve those objectives
4. Is organized and efficient, able to plan and prioritize

#### ***Communication***

1. Positively supports the Diversity Council's mission, policies and procedures, including dress code and performance standards
2. Maintains a positive attitude
3. Communicates with credibility and confidence
4. Communicates clearly, concisely and respectfully; uses gender-neutral and non-biased language

5. Awareness of non-verbal communication "cues"
6. Effectively partners with others
7. Discusses sensitive issues respectfully and professionally
8. Welcomes constructive criticism and is able to utilize feedback

***Facilitation***

1. Is flexible in planning and scheduling
2. Is comfortable speaking and working in group settings
3. Understands age-appropriate learning techniques
4. Addresses challenges and questions respectfully and completely
5. Is able to "give up control" in a workshop setting and maintain professionalism and comfort
6. Can verbally express and demonstrate facilitation vs. presentation techniques

***The Diversity Council is committed to making reasonable accommodation***