

**Job Title:** EquityLogic™ & Equitable Design Specialist

**Reports to:** Director of EquityLogic™/Education Team

**General Purpose:** Sustaining and supporting the equity activities of the Council by coordinating administration, implementation, communication, and evaluation, aligning the efforts of the Education and Equitable Design Teams with the strategic goals and purpose of the organization. Implementing exemplary and effective community engagement and education activities that build equity and improve outcomes for everyone.

Responsible for:

- Coordinating implementation of EquityLogic services, co-design, and mobilization initiatives
- Fostering relationships and coordinating logistics for community members and practitioners participating in Council initiatives
- Managing client relationship database, facilitator scheduling software, and organizational calendar
- Participating in education team sessions, staff meetings, and community meetings as assigned

**Key Challenges:**

- Supporting effective service delivery, process implementation, and communication within a complex and busy environment
- Understanding the role of Specialist in building and sustaining a network of diverse resources
- Balancing stakeholder/client management and operational logistics

The EquityLogic™ & Equitable Design Specialist demonstrates a commitment to the tenets of the organization and its goals, including dedication to and knowledge of diversity, equity, and inclusion.

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

### **Coordination – EquityLogic Services (40%)**

1. Coordinate client information and status in Client Management Software, including proposal and contract processes, invoicing, and evaluation
2. Monitor and update master calendar of trainings and consultation
3. Work with client personnel, education team, facilitators, and scheduling software to establish accurate and efficient delivery schedules
4. Provide clients, facilitators, and participants with pre-workshop communications and materials in a timely manner, following established guidelines
5. Support preparation and distribution of print and virtual delivery materials, updates, and resources to ensure effective participation
6. Arrange for use of site-based equipment, virtual delivery platform, and technology supports as appropriate
7. Coordinate post-delivery communications with clients, facilitators, and education team members who participated and/or assisted in the delivery of education programming, in a timely manner, following established guidelines
8. Track completion and submission of timesheets and post-training surveys by all facilitators
9. Report issues and/or incidents identified by clients or facilitators to EqL or YWF Manager following established communication guidelines
10. Maintain accurate data on participant numbers, survey outcomes, and contact information for all clients
11. Assist with generating evaluation summary report

## **Coordination – Equitable Community Design Initiatives (40%)**

1. Coordinate client information and status in Client Management Software
2. Monitor and update master calendar of activities and engagements
3. Manage community selection process that aligns with identified project goals and incorporates diverse and distinct perspectives
4. Coordinate contracts, communication, and compensation for co-design and community engagement participants, monitor co-designer attendance, productivity and deliverables, manage logistics and materials preparation for co-design and community engagement activities
5. Maintain accurate data on all participants processes, and clients/partners and assist with generating evaluation summary reports
6. Support Community Mobilization Resource Coalition: Coordinate communications and meeting logistics, solicit and secure presenters and contributors, manage participant contact lists, disseminate meeting materials, record and distribute minutes, manage SharePoint interface, arrange for technology, meeting space, food and beverage, printed materials, manage communications about CMRC in multiple formats and for multiple audiences

## **Coordination – Governance Activities (5%)**

1. Coordinate communication and materials distribution for Board of Directors and Executive Committee meetings, including agendas and minutes as appropriate
2. Manage meeting location and technology, including use of site-based equipment, virtual delivery platform, and presentation supports
3. Attend Board of Director Meetings to manage technology, take attendance, and take minutes
4. Maintain current and accurate records of Board activities, including membership, committee work, and all Board policies

## **Administration – General Operations (15%)**

1. Support data collection, reporting, and records management
2. Provide redundancy on basic development and finance activities
3. Execute general office administration as needed

## **Compensation and Structure**

Hourly at \$22 - \$25 based on experience; generous leave policy

Onsite at Diversity Council and in community, with potential for partial remote work

## **Qualifications for Position**

1. 2 years educational and/or work experience in a human-based discipline
2. Project/program management or coordination experience
3. Knowledgeable about communicating with individuals from different cultures and experiences
4. Proficient in use of general technology platforms

## **Competencies and Critical Skills**

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

1. Demonstrates cultural sensitivity; values human difference

2. Is accepting of cultures, races, ethnic groups, sexual orientation, and gender identities and expressions, abilities, age, socioeconomic status, and other aspects of human identity
3. Examines and challenges traditional stereotypes and worldviews
4. Is committed to personal growth and development, including examination of own biases

### **Results Oriented**

1. Is committed to evaluation processes and focused on providing optimum equity-building experiences for clients
2. Is organized and efficient, able to plan and prioritize, and manage multiple projects concurrently

### **Communication**

1. Positively supports the Diversity Council's goals, policies and procedures
2. Submits all required documents in a timely manner
3. Maintains a constructive and collaborative attitude
4. Communicates respectfully, with credibility and confidence in all formats – verbal, written, virtual
5. Exhibits awareness of non-verbal communication
6. Welcomes and integrates constructive input and feedback, and provides it to others

**To apply, please submit Resume and Letter of Interest to [info@diversitycouncil.org](mailto:info@diversitycouncil.org) or visit us in person at:**

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