



EDUCATION MINNESOTA
Position Description

POSITION TITLE: Director of Diversity, Equity & Inclusion (2021-30)
DEPARTMENT: Executive Office
SUPERVISOR: Executive Director
LOCATION: St. Paul office
HOURS/STATUS: Full time / Exempt
EMPLOYEE GROUP: Executive Staff

PURPOSE OF POSITION:

Under the direction of Education Minnesota's Executive Director, the Director of Diversity, Equity and Inclusion (DEI) will be responsible for leading an overarching vision of diversity, equity, and inclusion for the organization, internally and externally. The Director of DEI will lead the development and implementation of proactive diversity, equity and inclusion initiatives, collaborating with other senior leaders to develop and drive forward the key strategies of the organization.

Key goals of this position are to eliminate oppressive systems and promote inclusion and anti-racist practices that will be evidenced through our organizational culture, structures, customs, and leadership. This position requires a collaborative, courageous, and innovative leader with outstanding people and management skills.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

- Advises and guides officers, managers, and staff on racial and social justice strategies, including diversity, equity, and inclusion (DEI), with a focus on organizational culture, customs, and leadership;
- Collaborates with officers, staff, members, and the Racial Justice Planning Committee to implement our approved affirmative involvement plan and our Racial Justice Action Plan, which is currently being developed;
- Coaches and counsels the management team on establishing organizational and departmental best practices to ensure continuous learning and quality improvement regarding racial and social justice strategies and DEI metrics;
- Works in partnership with Human Resources and General Counsel to identify necessary changes needed in policies, procedures and practices in order to promote advancement and inclusion for staff from protected class backgrounds;
- Fosters active engagement and leadership addressing racial and social justice issues and initiatives by members, leaders, affiliates, and staff, in conjunction with community partners and stakeholders;
- Serves as a resource for staff and members who are marginalized by organizational policies, customs, and decisions;
- Uses restorative justice and anti-racism practices to proactively resolve issues as they arise; and

- Collaborates with experts to evaluate current practices and stays current on DEI research and best practices, especially as they pertain to labor and educational organizations.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES:

Knowledge

- Content knowledge of the diversity, equity, and inclusion research base, resources, and best practices for organizations striving to become more diverse, equitable, and inclusive;
- Understanding best practices in driving systemic change within an organization;
- Potential benefits and risks of various organizational strategies from a DEI lens; and Anti-racist and restorative justice philosophy and experiences.

Skills and Abilities

- Establish and maintain credibility, and actively influence relationships with internal and external leaders, staff, members, and other individuals and agencies;
- Act as a role model to demonstrate behaviors that support and foster a respectful workplace for all;
- Persistence in creating and sustaining an equitable, inclusive, and anti-racist organization (culture, climate, values, policies, practices, programs, and services) with a goal of dismantling oppressive systems;
- Support effective work relationships with an emphasis on helping the team align around the equitable practices needed to shift organizational culture;
- Manage multiple projects simultaneously, with a focus on authenticity, sustainability and follow-through;
- Lead committee and working groups, ensuring staff and member voices are integrated into equity strategy and practice;
- Analyze organizational policies through a racial equity lens;
- Actively engage participants in small and large group trainings and meetings;
- Actively demonstrate behaviors that support effective work relationships with leaders, staff and members to promote trust, collaboration, and partnership between departments and levels of leadership based on integrity, empathy, and compassion;
- Interact effectively with staff and members of diverse races, ethnic backgrounds, ages, religions, cultural backgrounds, gender identities, and sexual orientations, and treat each individual with respect and dignity;
- Identify and effectively respond to the needs of our members and staff.

MINIMUM QUALIFICATIONS:

- Bachelor's degree in social work, psychology, business, education, human resources, or other closely related field, or five (5) years' experience leading racial or social justice issues and initiatives;
- Five (5) years' experience advocating for and implementing DEI change, plans and initiatives;
- Demonstrated ability to create an organizational culture, structures, customs, and leadership that meet the needs of all;
- Ability to infuse cultural values and norms of various communities, particularly Black, Indigenous, Latinx, Asian-Pacific Islander, and LGBTQ+ communities with a White dominant culture;
- Understanding of culturally-specific resources available within the community;

- Effective intercultural communication skills and ability to advocate/address issues of diversity;
- Experience facilitating and leading teams;
- Valid Minnesota Driver's License or ability to arrange transportation to other offices or meetings throughout the state; and
- Proof of COVID-19 vaccination (vaccination card) or a waiver written from your medical provider.

PREFERRED QUALIFICATIONS:

- Graduate degree in a closely related field;
- Experience working in education, with education policy or education related initiatives;
- Nonprofit experience or leadership in a membership-driven organization;
- Prior experience working with or on behalf of a unionized workforce; and
- Experience in community, labor, or political organizing.

CONFIDENTIAL INFORMATION:

Maintain confidential information related to the organization, members and potential members, and staff.

PHYSICAL DEMANDS:

Work is in a general office environment. Employee may be required to: talk and hear; frequently stand, walk and repetitively use hands dexterously (use fingers to handle, feel), reach with hands and arms, bend and physically lift and carry up to 10 pounds; occasionally lift and carry up to 25 pounds and infrequently travel by various conveyances (e.g., air, rail, auto) 15 – 20 percent of the time. Frequent evening and weekend work required.

ADDITIONAL COMMENTS:

Education Minnesota is dedicated to providing its membership with a united voice for public education, leadership in education innovation, dedication to Minnesota students and families and commitment to the needs of its members. As Minnesota's largest union, Education Minnesota has over 89,000 active members in 467 locals across the state. Members include PreK-12 classroom teachers, higher education faculty, approximately 8,000 paraprofessionals and education support personnel, 8,300 retired members and 5,600 student members. Education Minnesota has 16 offices statewide and an operating budget of more than \$36 million, a pension fund of approximately \$118 million, and \$4.7 million in other budgetary responsibilities.

EDUCATION MINNESOTA IS AN EQUAL OPPORTUNITY EMPLOYER

Education Minnesota is an Equal Opportunity Employer committed to providing an environment of mutual respect where diversity is valued, supported and celebrated to benefit applicants, employees, members and students. All employment decisions are based on qualifications, merit and business need with preference given to people of color.

POSTING DEADLINE: For consideration, apply online and include a resume no later than midnight of **Sunday, October 3, 2021**

Please click this link to apply:

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=faa82ad6-58ce-4071-80c8-3e481e725e0a&ccId=19000101_000001&jobId=407328&source=CC2&lang=en_US