



## Race, Equity, and Inclusion Coordinator

### Diversity Division

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#### **ACCOUNTABILITIES:**

Assists the Division of Diversity, Equity, Inclusion, and Strategy (DEIS) in effecting organizational change by leading projects, implementing initiatives, and growing the agency's social change practices. Improves existing organizational capacities and provides a consultative racial and equity lens to client-based practices. Facilitates creative and inclusive experiences and grows the agency's organizational capacity to do action-based work that reduce inequity and disparity related to race, color, religion, sex, and gender identity. Executes project management initiatives. Must be able to conceptualize and engage in conversations that are uncomfortable and complex relative to DEI concepts. To work toward keeping children safe and reducing the need for child welfare involvement.

#### **ESSENTIAL DUTIES:**

Work closely with DEIS staff and partners to design and deliver anti-racism content. Consults with, and coaches, agency staff and partners on racial equity-related issues and processes. Creates engaging learning environments; facilitates participant growth and skill development; and provides oversight and feedback to program participants.

Conducts research; adapts and builds curriculum with social justice and racial equity, diversity and inclusion content and frameworks (i.e., presentations, tools, workbooks, and facilitator guides). Develops new processes that improve the agency's equity outcomes. Assists with designing social innovation programs and projects.

Builds and grows professional relationships with community and agency partners. Identifies opportunities to apply racial equity coaching and content to our work with agency staff and partners. Assists with the development of policies and practices to ensure an equitable framework across all agency domains (i.e., foster and adoptive recruitment, case review, placement and staffing procedures, etc.)

Provides support to agency supervisors, work groups, and initiatives with a focus on racial equity and inclusion. Drives organizational change by using a racial equity framework to achieve defined goals and objectives. Supports activities and special projects to implement a work plan that provides all LCCS departments with a sustainable framework to support a safe, respectful, equitable, and inclusive environment, which will directly confront bias and racism at the individual, program, departmental, and systemic levels through innovative programs and policies.

Establishes effective working relationships with local academic institutions for the purpose of enhancing the agency workforce through innovative and jointly developed training opportunities. Assists in the development and implementation of a staff development program that enhances LCCS' capacity to deliver culturally proficient services. Develops forums and opens dialogue, creating ways to engage staff and the public on race-related topics that spark critical discussions toward strategic problem-solving.

Assists DEIS and agency staff in producing timely communications in alignment with agency values concerning societal events that may impact LCCS staff, e.g., racial incidents or discriminatory practices. Helps LCCS staff understand, discuss, and problem-solve around race and systemic racism issues, marginalized identities, as well as issues of lived experience with the public and co-workers.

Drives organizational change in relation to race equity by using a strategic racial equity plan to achieve defined goals and objectives. Consults on diversity and cultural competency issues to assist administrative staff, as needed. Leads efforts to ensure that DEI is addressed in policies, programs, operations, strategic planning, and decision-making process. Develops forums to engage employees and the public with diversity-related issues specific to racial equity.

Supports activities and special projects to implement strategies that provide all agency departments with a sustainable framework to promote a safe, respectful, equitable, and inclusive environment. This work will directly confront bias and racism at the individual, program, departmental, and systemic levels through innovative programs, policies, and practices.

Establishes the training resources, programs, events, and policies to create an environment that supports diversity, equity, and inclusion across all aspects of LCCS's workforce. Provides training and one-on-one support in assessing and decreasing racial bias. Works with Lucas County community stakeholders to learn their needs and engage them as partners in identifying and addressing service opportunities with a race equity framework.

Assist with the development of the Diversity, Equity, and Inclusion departmental budget.

Performs other related duties as assigned. Completes all required trainings within required timelines.

**SCOPE OF POSITION:** Reports to the Diversity, Equity, and Inclusion Strategy Manager

**MINIMUM POSITION SPECIFICATIONS:** Bachelor's degree in Organizational Leadership, Organizational Change, Criminal Justice, Non-Profit Management, Social Work, Human Resources, Human Services, or a related field required, with a minimum of one (1) year of demonstrated managerial responsibility dealing with equity-focused programs and initiatives. Master's Degree in Organizational Leadership, Organizational Change, Criminal Justice, Social Work, Human Resources, Human Services, or related field preferred. Experience in leading organizational change efforts in a social system setting. Working knowledge of the diversity/cultural competency field and lived bicultural experience preferred. Ability to build meaningful relationships with clients, partners, and community members. Knowledge of federal and state laws covering diversity, equity, and inclusion (civil rights, equal employment opportunity, and other related compliance regulations). Knowledge of Microsoft Office applications (Word, Excel, PowerPoint). Excellent communications and interpersonal skills. Demonstrated ability to model effective interactions and communication skills in cross-cultural situations required.