

Job Description

Position Description: Equity and Engagement Manager

Reports to: Executive Director

Exemption Status: Exempt

Minimum Qualifications:

Responsibilities: The Equity and Engagement Manager reports to the Executive Director, works collaboratively with the Equity Advisory Committee (EAC), staff (especially the Communications Manager), consultants, and partners, and manages the organization's equity and engagement initiatives, including:

- Develop, execute, and monitor strategies in alignment with the federal requirements and CCRPC's equity and racial justice goals to center justice, equity, diversity, and inclusion in all facets of the CCRPC's work.
- Build relationships with diverse populations; and leverage resources to become a regional equity leader.
- Work with CCRPC's Equity Advisory Committee to prioritize and implement CCRPC's Equity Assessment Report recommendations, including, but not limited to:
 - Developing and implementing an education and training program for CCRPC staff and Board of Directors.
 - Collaborating with staff, the EAC, and external partners to update the 2014 Public Participation Plan with an equity lens to incorporate best practices for effectively reaching and involving diverse audiences, particularly communities historically excluded and underserved populations.
 - Establishing and implementing equitable public engagement strategies in partnership with the Communications Manager at both the project and organization level, informed by the Public Participation Plan.
 - Identifying, recommending, and leading opportunities that improve and restructure standard methods of organizational public engagement (meetings, materials, websites, etc.) to increase participation of diverse audiences, particularly communities historically excluded and underserved populations.
- Engage, and partner, with internal staff and external partners, municipalities, peers, and the public to execute equity recommendations on both a small (project) and large (organization) level, including:
 - Convening regional leaders formally and regularly.
 - Developing and managing internal engagement strategies and programs; advising on external partner engagement strategies and programs to support local equity efforts.
 - Finding opportunities to uplift and celebrate BIPOC organizations; participating in opportunities led by people of the global majority.
 - Creating opportunity for affinity groups to inform decisions.

- Select and recommend specific courses of action on a small and large scale related to equitable engagement processes.
- Provide support to the Executive Director.

Other Skills and Characteristics:

- Proven effectiveness in collaboration and change management related to organizational culture transformation.
- Champion of racial and economic equity, inclusion and belonging with a demonstrated commitment to improving outcomes.
- Ability to actively lead organizational efforts within stated job responsibilities and work effectively across diverse cultures and constituencies.
- Demonstrated expertise in establishing and maintaining positive working relationships and managing the collaborative engagement of diverse individuals and groups in a data-driven environment.
- Commitment to working and advocating to address inequities of a wide range of identities and lived experiences historically excluded and marginalized.
- Ability to communicate effectively and present ideas and findings (both written and oral) clearly and concisely.

Education and Experience: The ideal candidate has an in-depth knowledge of best practices to address justice, equity, diversity and inclusion, and familiarity with public engagement, public policy analysis, organizational and program design, and implementation demonstrated through a combination of education and at least 3 - 5 years of relevant work experience.

Computer Proficiency: Must be proficient in Microsoft Office Suite.