



Job Title: Director of Diversity, Equality and Inclusion (DEI)
Department: Human Rights Commission (HRC)
Hours: Varies. Some nights and weekends required.
Salary: \$85,000 annually plus benefits. This is a union position.

DESCRIPTION:

The City of Revere is seeking a creative, passionate, and visionary professional to launch and lead the Office of Diversity, Equity, and Inclusion. As part of that role, the position will also be the director and administrator of the recently reinstated Human Rights Commission. This is a newly created position that will provide leadership and direction on all issues related to diversity, equity and inclusion as it relates to city government. The position reports directly to the Mayor and Mayor's Chief of Staff. The priority will be in assisting the City in its efforts to create and maintain a diverse workforce, and provide equitable outcomes for employees and residents by working across departments to examine and revise policies and procedures, generate and analyze data, and propose and implement change as needed.

ESSENTIAL FUNCTIONS:

The essential functions or duties listed below are intended as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or logically assigned to the position.

- Works with the City on its Racial Equity Municipal Action Plan, in development with the Government Alliance on Racial Equity, and the Metropolitan Area Planning Council.
- Assess and analyze the gap the city needs to close between where City Government is at any given time, and what a diverse, equitable and inclusive work force should look like.
- Propose specific, realistic, and actionable steps to work to close any gaps found between where city government is and where it should be.
- Work with the Mayor's Office on priorities for city policy that can be implemented, ensuring there is consistent and high level communication with the Mayor and/or the Chief of Staff about any proposed changes or programs.
- Work closely with the HR Director to enhance recruitment AND retention efforts related to a more diverse and representative workforce.
- Determine, generate, and collect relevant data related to Diversity, Equity and Inclusion in city government.

- Analyze, track and present data on an ongoing basis, and utilize data to create change.
- Works with City departments, boards, commissions and elected officials to identify and resolve issues brought to the attention of the HRC.
- Research, analyze, and evaluate City legislation, programs and policies on matters related to nondiscrimination initiatives and compliance with nondiscrimination ordinances.
- Advise City representatives, departments, and members of the public in implementation of laws, executive orders, regulations, and procedures pertaining to City, State and Federal nondiscrimination ordinances.
- Builds relationships with community organizations and community leaders to gain an understanding of challenges and perceptions that may exist about city government, and work to be a bridge between community and the city to propose and implement change when possible.
- Liaise with community-based organizations, human relations organizations, faith-based organizations, and related public and private organizations concerned with advancing equal opportunity objectives.
- Works to engage, execute, foster, and support positive and diverse community engagement.
- Administers and directs the day-to-day operations of the newly re-formed Human Rights Commission.
- Works with the Human Rights Commission to develop a clearer sense of its mission, ~~and~~ purpose, and necessary actions. Adjust city ordinances to match as needed.
- Works with the Chair of the HRC on meeting plans and goals.
- Generates agendas and minutes for HRC meetings, and communicates with Commissioners on their priorities and agenda items.
- Is the main point of contact between the HRC and the public.
- Supervises and coordinates the design and implementation of training and education on nondiscrimination ordinances and initiatives.
- Updates the City Website for the HRC and the DEI on relevant information for public consumption and ensuring an appropriate high level of transparency.
- In conjunction with the Communications Lead for the Mayor's Office, prepares appropriate communication on social media and elsewhere about the work of the office and of the Commission.
- Promote the HRC and its activities through the development and dissemination of materials available in multiple languages and through a variety of print and electronic media outlets
- Represent the City at relevant public events and meetings.
- Identify and apply for grant funding opportunities to support HRC activities.
- Responsible for managing budgetary and financial information for the DEI and the HRC. Responsible for working with City staff on annual budget preparation and management of expenses.

- Working in conjunction with the Human Resource Department, prepares all EEO reporting.
- Develops and manages EEO action plans.
- Working in conjunction with Human Resources examines hiring practices and employment practices for disparate impact and makes recommendations for revisions as needed.
- Performs other related duties as required

QUALIFICATIONS:

- Bachelor's degree in Humanities, Political Science or other related field required
- Juris Doctor (JD) Master's degree or Public Administration Master's Degree or related degree in Civil Rights Law, Human Rights Law, or related field preferred.
- At least five (5) years of related experience working with a variety of socio-economic groups, as well as racially, ethnically, culturally, and linguistically diverse populations; or an equivalent combination of education and experience.
- One to three (1-3) years of supervisory experience preferably in a government or non-profit setting.
- Must be able to demonstrate excellent communication, personnel management, and interpersonal skills.
- Revere residency required or candidate must be able to demonstrate that they have a sufficient connection to the City to understand its cultural and political climate.
- Experience writing, preparing, and administering grants preferred.
- Ability to communicate in languages besides English could prove beneficial.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge:

- Knowledge and experience with federal and state civil rights laws. Familiarity with federal and state agencies authorized to enforce such laws.
- Proficiency in use of technology such as laptop, computers and tablets.
- Knowledge of MS Office products which include Outlook, Word, Excel, and PowerPoint.
- Knowledge of operation of standard office equipment, e.g. computers, fax, phone, printer, photocopier, and scanner.

Skills:

- Strong problem solving and interpersonal skills.
- Proven community organization skills.
- Confident/effective public speaker.
- Demonstrated conflict resolution and mediation skills.

Abilities:

- Ability to maintain strict confidentiality.
- Ability to appropriately but firmly challenge deeply held beliefs and assumptions which

perpetuate discrimination in a way that doesn't generate unnecessary conflict.

- Ability to establish and maintain effective working relationships.
- Ability to communicate effectively and efficiently both verbally and in writing.
- Ability to conduct well planned and executed public presentations.
- Ability to meet deadlines; effectively organize and manage multiple tasks, projects, and records.
- Ability to communicate effectively with multiple sectors including towns, local government, human service providers, schools, health care organizations, funders, faith organizations and the public.
- Ability to organize and motivate the public's involvement in a broad range of community-based activities.

WORK ENVIRONMENT

Work is performed primarily in office conditions during regular business hours. The employee may be required to lift objects such as files, boxes of papers, office supplies, and office equipment weighing up to 30 pounds. The work environment characteristics described here are representative of those that an employee encounters while performing the essential functions of this job.

DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of the person so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time as needed.

The City of Revere is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability or protected veteran status, or any other legally protected basis, in accordance with applicable law.

Interested candidates should apply online by Monday, August 9, 2021, at www.revere.org/jobs. Please submit a resume, cover letter and salary requirements with your application.