Job Title: Director of Diversity and Inclusion (DI)

Department: Human Rights Commission (HRC)

Hours: Full time variable hours. Some nights and weekends required.

Salary: Salary commensurate with experience. 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 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 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.
- Determine, generate, and collect relevant data related to Diversity and Inclusion in city government.
- Work closely with the City and School Department HR Directors to enhance recruitment and retention efforts related to a more diverse and representative workforce.
- Research, analyze, and evaluate City legislation, programs and policies on matters related to nondiscrimination initiatives and compliance with nondiscrimination ordinances.
- Work with the Mayor’s Office on priorities for city and school 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.
• Liaise with community-based organizations, human relations organizations, faith-based organizations, and related public and private organizations concerned with advancing equal opportunity objectives.
• Working in conjunction with the City and School Human Resource Departments, prepares all EEO reporting.
• Develops and manages City and School Department EEO action plans.
• Working in conjunction with the City and School Human Resource Departments examines hiring practices and employment practices for disparate impact and makes recommendations for revisions as needed.
• Manages the activities of the newly reformed Human Rights Commission (HRC)
• Works with City departments, boards, commissions, and elected officials to identify and resolve issues brought to the attention of the HRC.
• 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.
• 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.
• Performs other related duties as required

QUALIFICATIONS:
• Bachelor’s degree in Humanities, Political Science or other related field required.
• Juris Doctor (JD) or 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 he or she has 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 at www.revere.org/jobs. Please submit a resume, cover letter and salary requirements with your application.