

YOUTH IN NEED

JOB DESCRIPTION

BACKGROUND

Job Title: Senior Inclusion/Equity Advisor

Reports To: Chief Program Officer

FLSA Status: Non-Exempt

PURPOSE OF JOB

Lead and support Youth In Need's racial equity, diversity & inclusion organizational initiatives, striving to center and be accountable to underrepresented communities.

ESSENTIAL RESPONSIBILITY NO. 1 - 35% OF TIME

Description: Identify and coordinate with other agency leaders on creating and implementing YIN's long term strategy for integrating racial equity into culture and service provision.

- Task No. 1 Function as a primary liaison and advisor of the strategic plan (through 2023). Included within this role is to support and act as an advisor to all departments and programs regarding their particular equity centered initiatives (i.e. HR equity comp, hiring, succession planning, employee/leadership development, vendor diversity, diversification of board, funders, donors, etc...).
- Task No.2 Message development, facilitation and other forms of communication as necessary to support YIN's racial equity strategy, specifically coordinating with YIN Marketing team to tell YIN's story in order to engage both internal and external stakeholders
- Task No. 3 Research best practices and make recommendations for integrating racial equity into agency culture and services

ESSENTIAL RESPONSIBILITY NO. 2 - 35% OF TIME

Description: Provide oversight and ensure implementation of agency REDI PD/education, supports and caucusing.

- Task No. 1 Oversight of scheduling and organizing of ABAR/REDI workshops for board/staff and ensuring YIN partners are engaged in these opportunities.
- Task No. 2 Oversight of scheduling, organizing, and facilitation of racial identity caucusing and POW ally groups.
- Task No. 3 Identify and train facilitators.
- Task No. 4 Plan for and administer stipends for staff doing additional labor within the REDI initiatives.
- Task No. 5 Oversight and support of Diversity Council initiatives and ensure Council meets their annual goals, ensuring glossary is reviewed and updated annually
- Task No. 6 Coordinate with REDI consultants and program leadership on Board, EMT, Supervisor and Staff education and support/team building

- Task No. 7 Coordinate with EMT, Program Leaders and HR on the development of REDI competencies and their integration into professional development, employee evaluations, etc...
- Task No. 8 Support, at all levels, the utilization and implementation of the Equity Framework
- Task No. 9 Annually review and update the Equity Framework
- Task No. 10 Conduct REDI component of the YINiversity, review and update annually

ESSENTIAL RESPONSIBILITY NO. 3 - 10% OF TIME

Description: Coordinate with Quality Associate, EMT and Program leadership to support data disaggregation and identification of interruptions that results in reduced disparity.

- Task No. 1 Utilizing the strategic plan as the guide, coordinate with EMT on identification of data points that are meaningful in their specific areas.
- Task No. 2 Lead Staff/Leadership Committee to provide guidance and oversight for data disaggregation.
- Task No. 3 Coordinate committee to uphold accountability for disaggregating data and identify where disparities exist.
- Task No. 4 Support program and department staff and leadership to identify interruptions to services or procedures
- Task No. 5 Work with committee to track outcome and performance data movement.

ESSENTIAL RESPONSIBILITY NO. 4 - 15% OF TIME

Function as member of EMT, participate in Board Executive Committee and staff the REDI Board Committee

- Task No. 1 Attend and participate in EMT meetings, supporting EMT conducting its work through a racial equity lens and it's accountability to underrepresented communities
- Task No. 2 Support the Board REDI Committee in their work to support the board in being more equity centered.
- Task No. 3 Support the REDI Board Committee chair in annual review and update of the REDI Board Committee by laws
- Task No. 4 Develop and be responsible for the annual REDI Budget

ADDITIONAL RESPONSIBILITIES - 5% OF TIME

- Task No. 1 Engage in networking with professionals in the REDI space in conjunction with YIN objectives, ex: Racial Equity Roundtable
- Task No. 2 Perform other duties as assigned

Required Education and Credentials

Bachelor's Degree or related experience working in a non profit setting with significant personal and/or professional experiencing working toward racial equity

KNOWLEDGE

Experiences of individuals who have targeted identities

Individual must be sensitive to the socioeconomic and cultural characteristics of the service population.

Knowledge of Microsoft office products and ability to navigate program specific software.
Ability to be CPR certified preferred

EXPERIENCE

Must have professional experience instituting systemic change
Experience working with diverse populations
Non Profit

SKILLS

Strong organizational skills
Able to prioritize several tasks at the same time
Excellent Verbal and Written Interpersonal/communication skills
Effective facilitation skills

ENVIRONMENTAL CONDITIONS

This job operates in an office/work from home environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

PHYSICAL REQUIREMENTS

DRIVING REQUIREMENTS

Driver's License – Required
Local travel required
Must be insurable under Youth In Need auto liability coverage (see Employment Screening Policy).

Note: This job description in no way states or implies that these are the only duties to be performed by the incumbent in this position. Requirements are representative of minimum levels of knowledge, skills, and/or abilities expected to meet job standards.

YIN is committed to equal opportunities for all applicants and employees without regard to ability/disability, age, ancestry, color, cultural background, faith/religion, gender, gender identity, gender expression, genetics, income, marital status, national origin, political belief/affiliation, pregnancy, race, sex, sexual orientation, veteran status, or any other characteristic protected by applicable law.