IMMIGRANT AND REFUGEE COMMUNITY ORGANIZATION (IRCO)
JOB OPENING ANNOUNCEMENT

POSITION: Diversity Equity & Inclusion (DEI) Manager
WAGE: $52,500 - $55,000
LOCATION: Main Office – 10301 NE Glisan St. Portland, OR 97220
APPLY AT: www.irco.org
STATUS: Full Time with Benefits
PROGRAM(S): Admin
OPENING DATE: June 30, 2020
CLOSING DATE: Open until filled

GENERAL POSITION SUMMARY:
The Diversity, Equity & Inclusion (DEI) Manager will help to lead IRCO’s equity and diversity strategies as well as ongoing and new initiatives to build a more inclusive culture and embrace a widely diverse workforce. This position will have agency-wide responsibility and authority to promote the awareness of equity, diversity, and inclusion issues both internally and externally, for both staff and volunteers. The DEI Manager will collaborate closely with peers, managers, and directors responsible for recruiting and retention, training and development, program delivery and other related areas on issues of diversity and inclusion. This position will be a key spokesperson for the IRCO’s commitment to diversity, equity, and inclusion. This position reports directly to IRCO’s Executive Director.

We seek a candidate that is excited by the challenge of understanding, teaching and communicating the history, terminology, best practices, and making improvements for all of the various stakeholders of IRCO including, but not limited to people that identify as Immigrants, Refugees, African American, African Immigrant, Pacific Islander and Asian American, Latino/Latina/Latinx, Slavic, Middle Eastern, American Indian and Indigenous people, people with disabilities, LGBTQI, different religious groups, people experiencing trauma, homelessness, and more. We seek someone who is able and comfortable with negotiating across intersectionality of multiple layers of identity such as those listed above and where they come into conflict such as gender/misogyny, sexual orientation/homophobia, age, class, ableism.

The DEI Manager will lead with independence and trust and will have the ability to collaborate on best practices with peers in other organizations on diversity and inclusion.

The DEI Manager is expected to serve as a positive role model, mentor and change agent to IRCO’s staff, and to perform all responsibilities in a way that supports and promotes IRCO’s commitment to our mission.

ESSENTIAL FUNCTIONS:
• Lead IRCO’s diversity and inclusion efforts for staff, including implementation of strategy, best practices, program enhancements, initiatives, and training
• Coordinate integration of the diversity plans throughout the IRCO’s on-going business strategy including updating IRCO’s Equity Plan, and integration of it into IRCO’s overall Strategic plan
In partnership with HR investigate and address complaints of discrimination
Influence through educating and serving as a change agent for the organization
Promote a cohesive and inclusive overarching culture while maintaining a sense of identity in various locations cultural centers such as Africa House, AFC.
Review operations, management related to DEI - train on any changes
Communicate out the equity audit recommendations
Support departments to include equity into their plans (Staffing, training, etc)
Create, deliver equity training at all levels of organization
Support supervisors - share best practices in managing personnel through an equity lens
Recommend DEI resources for IRCO Training Hub Learning Library.
Serve as an advisor to executive management on of diversity and inclusion and periodically report to the Executive leadership
Work with the programs to coordinate diversity and inclusion initiatives that support the work in the way that works best for programs.
Attend meetings with current and prospective staff in support of such efforts; seek out speaking engagements and opportunities to participate in panel discussions on issues relating to diversity, equity and inclusion
Work in partnership with key staff management and leaders to:
  - Facilitate IRCO’s Equity Committee
  - Plan next steps post completion of agency wide equity survey
  - Develop a Diversity & Inclusion Dashboard and establish defined measures of success, targets, and incremental goals for the short and long term
  - Collaborate with HR and programs that oversee the recruitment, promotion, integration and retention of diverse staff and volunteers
  - Collaborate on implementing training and development of employee leadership on allyship and implicit bias as well as other diversity related trainings for all staff and volunteers
Serve as an advisor to related communications and campaigns with IRCO’s Communications team
With the Africa House and Asian Family Center Director manage and lead meetings of all Equity and many other Affinity Groups.
Creation of and organizing Various DEI all staff resources
Collaborate with local inclusion councils by serving as liaison to them in their initiatives, events (internal and external) and other projects
Work with HR and Development to oversee maintenance of our database for diversity information
Help to create and oversee a budget for diversity related committees and affinity groups, industry memberships, and minority conference sponsorships

**JOB SPECIFIC QUALIFICATIONS:**
- Bachelor’s degree
- 2+ of experience planning, designing and delivering programs and practices related to diversity and inclusion issues in a complex, consensus-driven environment
• Detailed understanding of History, terminology, best practices of various stakeholders of IRCO including but not limited to people that identify as Immigrants, Refugees, African American, African Immigrant, Pacific Islander and Asian American, Latino/Latina/Latinx, Slavic, Mid East, people with Disabilities, LGBTQI, different Religious group, people experiencing trauma, homelessness, and more...
• Ability to counsel staff, and management, demonstrating confidentiality, tact, and resourcefulness
• Demonstrated knowledge of diversity and inclusion best practices in nonprofits and other professional services environments
• A strong presence that instills confidence and understanding of key issues in the diversity and inclusion community
• The interpersonal skills to build lasting relationships and drive consensus; evidenced ability to establish and maintain effective working relationships with peers, supervisors, volunteers, clients and more stakeholders
• Proven record implementing diversity and inclusion initiatives through to execution
• Demonstrated skills in interacting with clients and coordinating on diversity initiatives with clients
• Outstanding creative thinking skills and the ability to offer new ideas and approaches to diversity and inclusion applicable to new environments
• Exceptional ability to communicate with varied audiences in writing, verbally and through presentations
• Superb organizational and project management skills, coupled with a strong attention to detail
• Ability to work independently and with a team, and to delegate and manage resources effectively

**KNOWLEDGE:**

*Education*: Bachelor's Degree (4)

*Minimum Experience*: 1-2 years of experience is required (3)

*Computers*: All positions at IRCO require use of a computer and experience working with Microsoft Products including but not limited to Microsoft 365, Excel, Word, Outlook and PowerPoint.

**SKILLS:**

*Communication*:
Frequent communication inside the organization to communicate organizational direction (6)

*Creativity*:
Regular need for the development of new processes and procedures or the redesign of interrelated processes and procedures is needed (4)

**EFFORT:**

*Mental*:
There is an occasional need to assess risk as well as to make determinations about tasks and deadlines (4)
**Physical:**
Position requires little physical effort such as lifting, carrying, or constant movement, but does allow for movement needed to complete work tasks (1)

**RESPONSIBILITY:**
**Impact and Influence:**
Positions at this level have a regular need or ability to analyze problem or concepts or make decisions on the information. Have distinct impact on and influence on organization operations, program outcomes, revenue, expense or budgetary outcomes (4)

**Work Independence:**
Positions perform with a high degree of independence. Work is reviewed on an as-needed basis. Errors or omissions may not be identified internally. Guidance is available upon request. Work requires extensive decision-making (5)

**Planning:**
Positions at this level required refined planning and goal-setting skills. Plans must consider options and contingencies, and must include methods for handling any difficulties encountered. (4)

**Supervision:**
Positions at this level are not responsible for any supervisory functions or responsibilities, but may occasionally be asked to orient and/or train new employees or volunteers. (1)

**WORKING CONDITIONS:**
**Environment:**
This level has a work environment that is well protected, with virtually no hazards or obstacles. There is very little element of personal risk or hazard. Job conditions are stable, usually well managed, and very comfortable. (1)

**Schedule:**
The work schedule is stable and does not fluctuate. (1)

**HOW TO APPLY:**
Applications are accessible on the IRCO website, [www.irco.org](http://www.irco.org). Attach resume and cover letter to IRCO application form. This position requires the completion of an IRCO application. Materials submitted without a completed application are considered incomplete and will not be considered. Due to the high volume of applications received, we will not be able to contact each applicant or return calls regarding the status of your application.

**ABOUT IRCO:**
The Immigrant and Refugee Community Organization (IRCO) is a non-profit organization established in 1976 to serve immigrants, refugees, and the broader community in Portland, Oregon. Our mission is to promote the integration of refugees, immigrants, and the community at large into a self-sufficient, healthy, and inclusive multiethnic society. Find out more at [www.irco.org](http://www.irco.org).