

## **OFFICE OF DIVERSITY, EQUITY AND INCLUSION PROGRAM COORDINATOR**

### **CLASS SUMMARY**

Under direction, plans, organizes, and coordinates the daily and operational activities of the ODEI (Office of Diversity, Equity and Inclusion) program including recruitment, managing projects, developing, implementing, and evaluating program policies, procedures, and standards relative to fostering a culture of diversity, equity and inclusion delivering quality services and perform related work as required.

### **REPRESENTATIVE DUTIES**

Oversee day-to-day operations of the program to ensure that policies and procedures are being followed, goals and objectives are met, and that services and projects are being accomplished efficiently and effectively; develop, lead and maintain task forces and workgroups to implement programs, trainings, events and initiatives to advance the Office of Diversity, Equity and Inclusion (ODEI), which include the community within RSCCD and outside of Orange County; provide outreach and recruitment programs to facilitate a recurring pipeline of diverse cohort candidates; create a tracking system to maintain a database of various ODEI representatives, and potential candidates; Create, design, identify, develop and facilitate ongoing training, and education for RSCCD staff in accordance with the ODEI; provide training, education various District staff and participate in education, training-related to ODEI initiatives; create tools for web-based learning and assessment for ODEI projects and work with other departments to incorporate these tools; maintain website content and social media communications; develop and maintain relationships in the community with groups serving diverse populations and connect community groups with appropriate ODEI representatives for collaboration; develop and administer surveys; coordinate scheduling of events and activities with stakeholders including colleges and universities; takes corrective action as directed; assists with the development, design, implementation, and organization of the departmental branding and promotional/marketing objectives; may be required to: advise program participants, do public speaking on behalf of the program, and travel to job fairs, feeder universities, and workshops; act as a liaison between ODEI, local universities and local communities, and attend conferences; other duties as assigned.

### **ORGANIZATIONAL RELATIONSHIPS**

This position reports to the assigned administrator for the Office of Diversity, Equity and Inclusion. The incumbent is responsible for assignments within the office and works with presenters, event coordinators and other personnel.

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(CONTINUED)**

**REQUIRED QUALIFICATIONS**

**EDUCATION AND EXPERIENCE**

Any combination of training and/or education equivalent to a Bachelor's degree and two years of experience as a program coordinator which demonstrates program development and implementation working with an ethnically diverse population.

**KNOWLEDGE AND ABILITIES**

Knowledge of: modern office practices, methods, computer equipment and computer applications, including the Microsoft Office suite; English usage, spelling, vocabulary, grammar, and punctuation; principles and practices of outreach and recruitment, program planning, project management, data collection, report preparation, work planning, assignment, review, and evaluation, and the training of staff; recruitment, retention and provide strategic leadership in the areas of diversity, inclusion and equity; principles and practices of training, professional development, program development, implementation, and marketing; methods and techniques for the development of presentations.

Ability to: complete multiple tasks in a fast-moving environment; maintain confidential information; develop, implement, and evaluate goals, objectives, policies, and procedures; provide customer service to the public, vendors, students, and District staff, including individuals of various ages, and various socio-economic and ethnic groups; interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations governing assigned program(s); evaluate and develop improvements in operations, procedures, policies, or methods; prepare clear and concise reports, correspondence, policies, procedures, and other written materials; conduct complex research projects, evaluate alternatives, and make sound recommendations; represent the division in meetings with various businesses, professional, and regulatory organizations; establish and maintain a variety of filing, record-keeping, and tracking systems.

Board Approved: \_\_\_\_\_