



Refugee & Immigrant Services Northwest (RISNW)

Equity, Inclusion and Community Change Manager Job Description

Background

Refugee & Immigrant Services Northwest (RISNW) was formed in 1977 to assist newly arrived refugees through employment, English Language classes and other services. Over the past 44 years, RISNW has expanded our services, target population and geographic reach over the past 44 years. Our success is built on a client centered model that incorporates partnerships, co-location, leveraged resources and linguistically and culturally appropriate services. We have long terms partnerships with local colleges, school districts, local and state government as well as other local service providers.

Job Summary

RISNW is recruiting an Equity, Inclusion and Community Change Manager. This position will lead RISNW equity, diversity and inclusion efforts, develop organization plan for community change.

The position will be based in Snohomish County at one or more RISNW co-located offices in Everett and Lynnwood. However, the work will include statewide issues as well as local issues in Snohomish, Skagit and Whatcom Counties where RISNW has a presence.

Job Duties

The role of the Equity, Inclusion and Community Change Manager is to lead equity and inclusion efforts agency wide and in the broader community in which we work.

- Responsible for developing RISNW equity, diversity, and inclusion plan for 2022-23. The plan shall be results based with measurable outcomes.
- Develop a workplan that supports existing advocacy efforts.
- Represent RISNW at community advocacy meeting as assigned.
- Take an active role in advocacy and system change efforts to ensure Black Indigenous and People of Color (BIPOC) and Refugee, Immigrant and Migrant (RIM) have equitable access to resources and opportunities. Includes issues of language and technology access.
- Provide training on equity and inclusion to staff and/or communities we serve. Topics shall include such things race, power and white privilege.
- Network with diverse community groups and community leaders.
- Facilitate meetings.
- Prepare and give presentations to educate BIPOC, RIM and mainstream individuals and groups as well as policy makers and government about issues facing our communities.
- Research information; prepare briefing papers and materials.
- Responsible for managing one or more grants. Participate in grantee meetings and convenings. Prepare grant reports.
- Conduct community outreach and education activities.
- Evaluate progress toward goals.
- Document and track outcomes.
- Maintain training attendance records.
- Support the vision, mission and values of RISNW.

- Other duties as assigned.

Desired Qualifications

- BA Degree from an Accredited College or University required; MA Degree in social work, public policy; or related areas ideal but not required.
- Two years of experience conducting community organizing, public policy advocacy and/or leading community racial equity and/or change projects.
- Recent training on topics such as race, equity, diversity, and related areas focused on history of BIPOC/RIM communities and issues they face.
- Two years of experience managing grants and programs.
- Customer oriented with good interpersonal skills and demonstrated ability to work with people from diverse backgrounds.
- Able to plan, organize and deliver trainings and workshops; develop and collect participant feedback/evaluations.
- Excellent public speaking skills.
- Experience working in BIPOC and RIM communities highly desirable.
- Competent user of computers and software such as MS Word, Excel, PowerPoint, Publisher and Access. Experience using online platforms such as Zoom, Microsoft Teams or Webex.
- Knowledge of local BIPOC and RIM communities, CBO's and coalitions.
- Ability to multi-task, pay attention to detail. Ability to work with little supervision and meet deadlines.
- Ability to independently as well as in a team to deliver services and meet outcome goals/targets.
- Demonstrated ability to document information, maintain records and prepare written reports is required.
- Excellent oral and written communication skills.
- Abide by RISNW policies including those related to confidentiality, nondisclosure, security and COVID prevention protocols and requirements.
- Bilingual or multilingual in a second language other than English is highly desirable.
- Valid WA state driver's license, car and insurance.

Compensation

Salary range is \$70,000-80,000 for a full-time position at 40 hours per week and determined based on qualifications and prior experience. Benefits include medical, dental, vision, life insurance and retirement.

Application Process

Please submit your resume and cover letter to Van Dinh-Kuno at vkuno@everettcc.edu. Your cover letter should include why you are interested in the position and a summary of your background, skills, experiences, and accomplishments that makes you the best candidate for the job.

As a condition of employment, RISNW is requiring proof of COVID-19 vaccination. RISNW will arrange for required vaccinations as needed.

Closing Date

Open until filled.