

Full-Time Diversity Specialist

About Us: Human In Common is a small, woman-owned business dedicated to teaching skills for dismantling racism, interrupting sexual harassment and violence, and creating workplaces and communities rooted in diversity, equity and inclusion. We provide compassionate, interactive diversity training, assessments and consultation to non-profits, municipalities, schools and businesses. We empower our clients with the skills and tools to make their organizations and communities more diverse, equitable and inclusive. Founded in 2018, we are a fast-growing company that is looking to expand our team.

Affirmative Equity: Our company is committed to identifying and dismantling barriers that prevent people with marginalized social identities from actualizing their full employment potential, assuming leadership roles, or from fully engaging at all levels in the workplace. We strive to operationalize policies, practices, attitudes, and actions that produce equitable power, access, and employment opportunities for all people regardless of social identity. We are committed to providing a respectful, supportive workplace culture that welcomes and celebrates the diverse social identities of our staff.

Job Description: We are seeking a full-time diversity specialist with the primary responsibility of co-facilitating our trainings. Additional responsibilities may include facilitating focus groups, providing consultation to clients, and other tasks to assist with the operations of the company as assigned. We will train you in our facilitation method – a recipe that combines empathy, data, skill-building, tools and templates, scenarios and skits, policies and practices. People of color are strongly encouraged to apply!

Preferred Skills and Experience:

- Bachelor's degree in a related field required; Master's degree or at least five years of experience in a related field preferred
- Solid understanding of critical race theory, the history of racism in the US, the material and emotional impact of systemic racism and white supremacy; Power, privilege, and perspective
- Well-versed in feminist theory, LGBT equity, rape culture and other forms of gender-based targeting and violence
- Knowledge of liberation pedagogies, movements for social change, motivational strategies to inspire change
- Teaching experience; ability to present material in a dynamic way and respond to ill-informed or biased questions with patience, clarity and skillfulness
- Experience creating workplace and organizational policies that operationalize justice, equity, diversity, and inclusion
- Strong dedication to DEI, demonstrated through academic, work and life experience

- Exceptional partnering and teamwork skills; ability to engage with integrity, transparency and accountability
- Exceptional verbal and written communication skills
- Ability to show up on time prepared for trainings and client services; ability to meet deadlines
- Ability to communicate effectively and professionally with all levels of client staff, up to and including CEOs
- Ability to establish and maintain effective working relationships
- Ability to listen, learn and work respectfully and collaboratively with people who have social identities different from your own
- Ability to engage compassionately and with cultural humility
- Ability to engage in conflict respectfully with patience and a growth mindset
- Ability to patiently and respectfully educate people with a range of awareness and beliefs
- Comfort and competence speaking in front of large groups
- Competence using Google Slides, Docs, Sheets and Drive; Microsoft PowerPoint

Schedule:

35 hours/week. Most of our services take place Monday through Friday regular business hours.

Location:

Human In Common is located in Western MA. We are currently conducting all business operations remotely. Once the Covid-19 pandemic is over, in-person meetings and services will be required which will require travel throughout MA -- must have access to a car.

Responsibilities:

- Facilitate trainings on a range of diversity, equity and inclusion topics. Most of our trainings are co-facilitated by a team with different social identities
- Attend meetings with clients and prospective clients
- Provide consultation to clients on a range of topics related to justice, equity, diversity and inclusion, including strategic planning; developing policies, practices and programs and navigating conflict
- Participate in strategic planning with Human In Common's executive team
- Stay current/advise on emerging issues and trends in justice, equity, diversity and inclusion
- Provide mentorship and training to new team members
- Maintain and continue to build the positive reputation of Human In Common
- Other tasks as assigned

Salary: \$52,000 + opportunities for bonuses; generous holiday & vacation time; health & dental plan.

To Apply: Email your letter of interest, resume and three professional references to both Nialena Ali at nia@humanincommon.com and Deborah Cohen at deborah@humanincommon.com