



COMMUNITY COLLEGE
OF RHODE ISLAND

Division of Institutional Equity and Human Resources

POSITION DESCRIPTION

TITLE	Senior Facilitator, Diversity, Equity and Inclusion & Organizational Development
POSITION NO.	502877
LOCATION	Warwick Campus
REPORTS TO	Director, Diversity, Equity and Inclusion and Organizational Development
GRADE	BOE 12
WORK SCHEDULE	Full-time
SUPERVISION	Does this position supervise others
LIMITATION (if applicable)	Date. Subject to renewal after annual review.
REVISION DATE	last date revised

JOB SUMMARY:

Through multiple initiatives, the Department of Institutional Equity and Human Resources (IE/HR) provides leadership and enthusiastic support for the creation and maintenance of a diverse and inclusive CCRI culture. With expertise in employee engagement and organizational design, IE/HR provides guidance and programming to maximize employee and organizational performance.

The Facilitator of Diversity, Equity and Inclusion (DEI) plays a pivotal role in driving our commitment to diversity and inclusion while also contributing to overall organizational development. The incumbent will work closely with leadership, HR, and various departments to create and implement strategies, programs, and initiatives that promote diversity, equity, and inclusion across all aspects of our organization. Additionally, you will lead efforts to foster professional development and growth opportunities for our employees.

DUTIES AND RESPONSIBILITIES:

- Demonstrate a commitment to the philosophy and mission of a comprehensive community college, working collaboratively with others in a diverse and inclusive environment.
- Conduct assessments of the institution's current state of diversity and inclusion, using data analytics to identify representation gaps and areas for improvement, to develop a plan that aligns with the institution's goals and values.
- Design and deliver cultural training sessions for employee groups. This includes workshops and educational programs to raise awareness, enhance cultural competency, and promote understanding of diversity and inclusion issues among employees and leadership.
- Collaborate with key stakeholders to develop and update policies, procedures, and practices that promote equity and inclusion throughout the institution, including recruitment, hiring, promotion, and retention processes.
- Implement initiatives to engage employees in conversations about diversity, equity, and inclusion, create safe spaces for dialogue. Develop and manage employee resource groups, student affinity groups and the DEI Council.
- Coordinate the planning, organizing, and execution of annual employee engagement events. Collaborate with various departments to ensure the buildout of successful events that promote employee growth, engagement, and recognition.
- Build relationships with external organizations, community groups, and industry networks to stay informed about best practices, leverage resources, and foster collaboration on DEI-related initiatives.
- Continuously evaluate the effectiveness of DEI initiatives, solicit feedback from employees, and adjust strategies and programs to drive meaningful and sustainable change.
- Strong understanding of organizational behavior, change management theories, and best practices in DEI interventions and solutions.
- Proficient in data analysis, interpretation, and using metrics to drive decision-making and measure the effectiveness of DEI initiatives.
- Excellent verbal and written communication skills to effectively convey information. Facilitate discussions, workshops, meetings, and group discussions, and present recommendations to stakeholders at all levels.

- Project Management: Strong project management skills to plan, execute, and monitor DEI initiatives within established timelines and budgets.
- Demonstrated ability to build strong relationships with stakeholders and establish credibility as a trusted advisor.
- Ability to thrive in a dynamic and fast-paced environment, managing multiple projects simultaneously and adjusting priorities as needed.

LICENSES, TOOLS, AND EQUIPMENT:

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

REQUIRED QUALIFICATIONS:

- Bachelor's degree in Organizational Development, Human Resources, Business Administration, or a related field.
- Master's preferred
- Minimum 5 years of relevant experience
- Demonstrated commitment to CCRI's mission
- Demonstrated knowledge of basic DEI concepts and commitment to DEI
- Demonstrated project management skills
- Demonstrated strong technology and software skills
- Excellent organizational and time-management skills and demonstrated ability to focus on details

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.