



Diversity Engagement Coordinator (DEC)

*The **Estes Park Nonprofit Resource Center (EPNRC)** is a small 501(c)(3) nonprofit serving and responding to the needs of more than 130 nonprofits in the Estes Valley. Our **mission** is to provide tools that support, connect, and inspire community nonprofits.*

Job Title: Diversity Engagement Coordinator (DEC)

Reporting to: Executive Director

Job Type: Temporary Employee until December 31, 2022, with the opportunity to expand into a long-term position in 2023

Hours: 12-20 hours per week until December 31, 2022, flexible scheduling available

Salary/Rate: \$18.50-\$19.50 per hour

Location: Estes Park, Colorado

Position Summary:

This is a brand new but highly requested position for the Estes Valley nonprofits and our partners. The ideal DEC candidate will have a strategic vision for creating the Community Diversity Engagement program that will authentically connect our nonprofits and partners to the diverse populations in the Estes Valley. This is the DEC's program to visionarily create, manage, and lead sustainable change in our community.

The Diversity Engagement Coordinator (DEC) would run the Community Diversity Engagement program under the Estes Park Nonprofit Resource Center (EPNRC), represent the EPNRC as a culturally competent organization, and assist nonprofit organizations in Estes Park by ensuring their employees and agencies are:

- Connecting to diverse populations;
- Enacting and upholding equitable policies and practices;
- Respectfully engaging cross-culturally;
- Working to collectively correct systemic inequities in the Estes Valley region; and,
- Providing programs that are responsive and accessible to All who live, serve, and play in our community.

The DEC would be responsible for attending local town, county, and state meetings focusing on Diversity, Engagement, and Inclusion (DEI) and diversity outreach work in the nonprofit sector. The DEC would be available for all nonprofits and nonprofit supporting partners in the Estes Valley to utilize for connection, support, and inspiration regarding diverse, cross-cultural issues and needs.

Essential Duties & Responsibilities:

- Create, oversee, and manage the Community Diversity Engagement Program
- Strategically lead the Community Diversity Engagement program to create a sustainable impact in our nonprofit community
- Oversee and manage the Contract Services: Translation & Interpretation program
- Inform and develop organizational processes and toolkits related to equity and inclusion practices for nonprofit organizations and partners

- Assess DEI partnerships and finds opportunities to drive engagement and impact
- Leads development of organizational community relationships and builds networks to advance community DEI objectives
- Active participation in the development of nonprofit organization and partner environments that foster sustainable diversity, equity, and inclusion practices, as well as genuine engagement access to the diverse populations of the Estes Valley region
- Attend partner meetings with local and county wide nonprofit organizations and EPNRC Partners and stakeholders
- Other organizational duties as assigned by the Executive Director

Knowledge, Skills, & Abilities:

- Experience working directly with people from diverse racial, ethnic, and socioeconomic backgrounds, can authentically connect with various groups of people
- Self-starter with the ability to work with minimal supervision, prioritize tasks, and get things done
- Understands the specific experiences of historically marginalized groups in the U.S., particularly Latinx, Black, Immigrant, and Indigenous groups and the LGBTQ and disability communities
- A thorough understanding of community outreach and DEI principles, practices, and procedures
- High level of interpersonal skills, strong verbal and written communication skills
- Must function well as a member of a small, vibrant team and understands collaborative work environments
- Strong motivational, organizational, and problem-solving skills

Minimum Requirements:

- Located and established in the Estes Valley region of Colorado
- Bi-lingual strongly preferred
- Proficient in Google Workspace programs
- Some college preferred, High School Diploma or GED accepted
- Legally able to work in the United States of America

Work Environment, Compensation, & Benefits:

- The Diversity Engagement Coordinator (DEC) is a contract position, for 12-20 hours per week, until the end of 2022.
 - *This position is not guaranteed after December 31, 2022, however, the EPNRC is working diligently to make the DEC position a benefitted part-time (up to 32 hours/week) position come January 1, 2023.*
- Hourly pay will range from \$18.50-\$19.50 and is commensurate with experience.
- A flexible-hybrid work environment in a small office in Estes Park, Colorado
- May require the ability to work evenings and weekends as needed to achieve organizational objectives.
- Technology for this position will be provided by the organization

To Apply:

Candidates should supply a short resume and brief cover letter that details your interest and vision for this position and the Community Diversity Engagement program. Submit via PDF to hiring@epnonprofit.org. The position closes Friday, May 27, 2022 at 5:00 pm MST.