



Position Title:	JEDI Specialist
Supervisor Title:	Director of JEDI Programs, <i>SHIFT</i> Consulting
Department:	Program Department, <i>SHIFT</i> Consulting

The Diversity Center of Northeast Ohio is a human relations organization dedicated to eliminating bias, bigotry, and racism. Founded in 1927 as the National Conference of Christians and Jews (NCCJ), The Diversity Center is currently a member of the National Federation for Just Communities, a network of 20 like-minded organizations across the country. The Diversity Center is committed to building communities where all people are connected, respected, and valued.

Primary Purpose/Job Summary:

The JEDI Specialist will serve as a representative of The Diversity Center, enhancing its presence and reputation as a primary community resource in the area of justice, equity, diversity, inclusion (JEDI). This position will focus on the facilitation of Diversity Center programs for communities, schools, and organizations. This position will work closely with other program staff to enhance the quality and impact of Diversity Center programs. As a skilled facilitator and curriculum designer, the JEDI Specialist will assist with the development of inclusive and equitable environments, where all feel connected, appreciated, respected, and valued for their individual and collective differences. Please note that this position specializes in *SHIFT* Consulting programming, with the expectation that all *SHIFT* Consulting program staff will support the School & Youth department as needed.

Responsibilities & Duties/Essential Job Functions:

- Facilitation of Diversity Center programs and consultation services.
- Curriculum research and design for Diversity Center programs and consultation services.
- Support the Development Department and Engagement Managers by fulfilling requirements for grant funded programs, as needed.
- Support the Chief Program Officer, Director of JEDI Programming, and Engagement Managers in the implementation and completion of Diversity Center initiatives by participating in all phases of the consulting process, as needed. This includes participating in consultation meetings as needed. These meetings are aimed at diagnosing diversity related issues within organizations and schools and support the customization of workshops and services.
- Ensure that Engagement Managers have the most up to date participant materials.
- Maintain records of all participant and program outcome data, including populating our CRM, Salesforce, with participant data.
- Record and track data regarding our impact. This includes the collection, input, and analysis of evaluation data using SPSS or Poll Everywhere, in addition to theming qualitative data (as needed and available). Use standard templates where available.
- Support efforts to improve evaluation activities and the measurement of our impact.
- Participate in community events, networking events, panels, committees, and round tables.
- Support internal training efforts, as needed.
- Attend and support special events and projects. This includes our annual Humanitarian Award Celebration and Walk, Rock, and Run.
- Identify and develop an area of expertise within the field of JEDI, beyond working with specific age groups.
- Continue your own personal and professional development within the field of JEDI to ensure you remain current with best practices in the field, embody the work of our mission and vision, and model the actions and commitment to this work that we ask of our clients.

Job Qualifications:

- Passion for the mission and values of The Diversity Center

- Minimum education: Bachelor’s degree
 - 3 years of experience facilitating workshops and training sessions with either youth or adults on a related topic may be substituted for a college degree
- At least two years of experience facilitating programs/workshops/training sessions
 - Graduate degree may be substituted for up to one year of experience
- Excellent facilitation and presentation skills
- Excellent interpersonal skills and the ability to work successfully with individuals from diverse cultural backgrounds
- Excellent oral and written communication skills
- Ability to prioritize, organize & multitask many different elements of the job at once
- Ability to function independently and as a part of team
- Strong networking and relationship building skills
- Flexibility to work some evenings/weekends with moderate travel
- Must have car, valid license, and current insurance coverage

Preferred Skills:

- Advanced graduate degrees in a related field preferred
 - Related degrees/fields of study include, but are not limited to: psychology, sociology, education, diversity/multicultural studies, geography, history, political science, business, etc.
- Curriculum research and design experience
- Self-starter with an ability to conceive, develop, and complete tasks with minimal supervision

Please send your resume and a detailed cover letter to info@diversitycenterneo.org by 5pm, October 27, 2023. Please include JEDI Specialist, SHIFT Consulting in the subject line.

The Diversity Center of Northeast Ohio is an Equal Opportunity Employer