

Program Officer, Diversity and Equity Initiatives

Racial Equity Statement

Mass Cultural Council invests financial, programmatic, and informational resources equitably, and provides leadership to repair, heal, and build towards a cultural sector where diversity flourishes, inclusion is the norm, and equity is unchallenged. Massachusetts' communities, residents, and visitors benefit from the wonderful uniqueness of the cultural sector, without which the Commonwealth cannot continue to thrive.

Description

The Mass Cultural Council is an independent state agency that promotes excellence, inclusion, education, and diversity in the arts, humanities, and sciences; fosters a rich cultural life for all Massachusetts residents; and contributes to the vitality of our communities and economy.

Current Agency Title: Program Officer, Diversity and Equity Initiatives

Reports To: Director of People and Culture

Direct Reporting Staff: BIPOC Outreach Coordinators

Position Summary:

Mass Cultural Council's Diversity and Equity Initiative consists of an ever-growing number of internal and external action steps, programs, and support mechanisms for the Council members, staff, and cultural sector that advance racial equity, anti-racism, diversity, and belonging ("racial equity initiatives or objectives") of BIPOC (Black, Indigenous and People of Color)/GM (People of the Global Majority).

The Diversity and Equity Program Officer will serve as a steward of Mass Cultural Council's core principles of diversity, equity, anti-racism, and

belonging. The Program Officer leads the development of educational programming, services and grant making that advances all emerging and recognized notions of diversity, equity, anti-racism and belonging for the Agency, the Agency's programs, staff, and the cultural sector.

This is a union position.

Duties and Responsibilities

Diversity and Equity Initiative:

- Administer and advocate for all aspects of the Agency's Racial Equity Plan.
- With Agency teams, coordinate, oversee and review program activities and make recommendations for changes in procedures, guidelines, and services to achieve Agency's racial equity objectives.
- Develop messaging in consultation with Public Affairs to lead the Agency's outreach, curriculum development, and form strategic partnerships to support statewide racial equity objectives.
- Support, create, and manage racial equity and diversity affinity groups - internally and externally.
- Develop and implement services and programs such as trainings, workshops, webinars, events, and forums to support the cultural sectors knowledge or racial equity in alignment with Agency's racial equity objectives and goals.

Technical assistance, services, and resource development:

- Coordinate efforts to engage, motivate, and support program participants and other constituents seeking to improve diversity, equity, anti-racism and belonging.
- Manage and oversee any contractors engaged in the Agency racial equity initiatives.
- Coordinate resource sharing, information exchange, and professional development of the cultural sector regarding racial equity initiatives.

Procedures, program evaluation, investment of resources, etc.:

- Evaluate effectiveness of racial equity initiatives with accurate and timely updates, metrics and reports, confer with program teams and senior staff to determine whether improvements or changes are required.
- Confer with Agency leadership to make strategic decisions about resources for racial equity initiatives.

Representing the Agency promoting access and inclusion:

- Assist with the planning, implementation, and representation of the Agency at meetings and public events of the program teams, the Agency, and outside agencies or partners.
- Take part in and contribute to other Agency-wide activities and initiatives.
- Represent the Agency as needed with various private, local, state and federal entities.
- Represent and present Mass Cultural Council work at national conferences to highlight the council's national leadership role in diversity and racial equity.

In-state travel required. Occasional nights and weekends required.
Occasional out-of-state travel required. Other duties as mutually agreed.

Qualifications required/preferred at time of hire:

- Relevant work experience in racial equity and diversity.
- Must be a strong public speaker/presenter and have extensive experience leading workshops, making presentations, and developing and delivering training sessions.
- Customer or constituent service experience.
- Strong writing, administrative, organizational, skills.
- Flexibility and the ability to work effectively both independently and as part of a team.
- A valid Driver's license.

Classification and Salary:

State Classification: Program Coordinator I, Salary: Grade 10 Step 1 (\$53,056) to Grade 10 Step 14 (\$75,629). Excellent benefits including health, dental, and vision insurance as well as paid vacation and sick leave. Full details of benefits provided at time of offer.

Start Date: October 2021