

POSITION: Full-Time Chief Officer of Justice, Equity, Diversity, and Inclusion: Center for Equity and Social Justice; 37.5 hours per week; Non-Unit Professional Position

SUMMARY: As the focal point for NECC's commitment to ending racial disparities in education, the Center for Equity and Social Justice (CESJ) will be a dynamic, comprehensive one-stop hub for NECC's educational equity programs, community partnerships, and social justice initiatives. The Chief Officer JEDI (Justice, Equity, Diversity, and Inclusion) is a new senior management position reporting to the Vice President of Lawrence Campus and Community Relations and dotted-line reporting to the President of the College. In this inaugural role, the Chief Officer JEDI will be a thoughtful, diplomatic, and confident leader with knowledge of and experience in innovative and emerging practices in the areas of equity and social justice in higher education and our communities. The Chief Officer JEDI must evoke trust and be able to manage multiple priorities and collaborate with key stakeholders. The ideal candidate will have extensive leadership experience working with racial, ethnic, socioeconomic, and gender diverse communities, a high level of emotional intelligence, cultural competence, and a passion for the work of diversity, social justice, equity, and inclusion. In collaboration with the CESJ Advisory Board, the Chief Officer JEDI will oversee and lead the implementation of the CESJ Strategic Plan, including the integration of pre-existing programs and new equity-focused programs. The Chief Officer JEDI will oversee activities that seek to affirm the unique attributes and identities of all college groups. The Chief Officer JEDI will develop programs that support the promotion of an environment free of discrimination, the elimination of biases through advocacy and education, and the implementation of programs and campaigns designed to enhance the success, retention, and personal development of NECC's diverse community.

RESPONSIBILITIES:

I. Strategic Leadership and Advocacy (35%)

With the input of the President, Vice Presidents, Deans, faculty, Student Affairs, Human Resources, Center for Adult Education, other campus leaders and community stakeholders provide vision, leadership, coordination, and strategic planning for diversity and inclusive excellence throughout the college and the communities we serve.

- Formalize the CESJ advisory board and strategic plan, and develop qualitative and quantitative assessments to track the performance on JEDI program success.
- Review current policies, procedures, and initiatives and provide recommendations to ensure equity and the eradication of discrimination.
- As a member of the President's Leadership Cabinet, serve as a strategic leader and a catalyst to provide vision and advocacy to create organizational change leading to a culturally proficient, equitable, inclusive, and anti-oppressive community.
- In collaboration with the Center for Professional Development, engage the broader college community in a dialogue that fosters understanding, respect, and inclusion through conferences, seminars, and guest speakers.
- Provide counsel, vision, and leadership to the college community in diversity, inclusion, culturally sensitive/responsive customer service, marketing, recruitment, professional development and organizational change.
- Gather information and data to determine specific and necessary resources (including personnel) for CESJ to address the Center's short- and long-term needs, and to meet goals.

II. Coordination and Collaboration (35%)

- Build strong external and internal relations to work collaboratively with cross-functional teams to educate, engage and build momentum around the overarching vision for the Center.
- Coordinate with community-based partners and NECC Center for Adult Education to strengthen, expand and oversee student and family support services, leadership programs, and English as Second Language programming.
- Collaborate with leadership across departments and divisions to ensure that goals and priorities support equity and inclusion.
- Consult with Human Resources on effective strategies to identify, recruit, hire, promote, and retain a diverse workforce of faculty and staff through affirmative action and equal opportunity programs.
- Collaborate with campus leaders to design, implement, and assess curricular and co-curricular initiatives that advance NECC strategic priorities including the infusion of diversity into the curriculum and develop and sustain inclusive classroom environments.
- Work with the Office of Admission, Enrollment, and Recruitment, and the Student Support and Advising Center and Marketing to recruit and retain students from traditionally marginalized communities.
- Oversee the integration of the Civic Engagement, Service Learning, and Food Pantry programs under the umbrella of the CESJ.
- Meet measurable objectives to and work constructively with the NECC Leading for Change Team, the related Leading for Change Higher Education Diversity Consortium, and additional campus-based groups specifically acting on the Equity Imperative to increase and identify student and employee best practices through uniform and transparent use of data, institutional benchmarks, and reflective practice.

III. Assessment: Data and Climate Survey (30%)

- Coordinates with campus leaders to provide leadership and coordination for institutional educational and assessment initiatives, and evaluates diversity goals by developing metrics/scorecards and tracking progress.
- Recruit and convene key stakeholders to establish an equity scorecard/audit and related strategic plan.
- Review, assess, measure, and stay abreast of efforts using a climate or similar study to meet social justice, diversity, equity, inclusion, and anti-oppression goals of NECC and use results to drive strategic planning.
- Work with the offices of Institutional Effectiveness, Academic Affairs, and Student Affairs to generate reports, analyses, interventions, and programming related to retention and graduation rates for all reportable diversity segments.
- Actively address anti-racist and training for all leadership team members, including the Board of Trustees, the faculty, staff, and students, and engage them in professional development and diversity programs, awareness campaigns, and events.

Requirements:

MINIMUM QUALIFICATIONS:

- Advanced degree (Master's or higher) in sociology, education, social justice, behavioral sciences, multicultural studies, or a related field and a minimum of five (5) years of professional experience leading diversity, equity, and inclusion initiatives in a diverse community.

- Demonstrated higher level leadership experience in advancing equity, diversity, inclusion, and multiculturalism within a complex organization.
- Experience working with the BIPOC community.
- Experience working with and sensitivity to diverse constituencies of various social identities (ethnic, racial, religious, economic, educational backgrounds and abilities, sexual orientation, and gender expression).
- Ability to provide support and consultation to individuals and groups concerning cultural challenges and conflicts and advocate for diversity, equity, and inclusion.
- Demonstrated knowledge, skills, and awareness of contemporary issues of inclusion, including the current research, and best practices that inform and address these issues.
- Demonstrated experience in report writing and data analysis skills.
- Demonstrated administrative and leadership skills and a strong ability to develop relationships and work with multiple constituencies, including students, faculty, staff, and community stakeholders.
- Excellent analytical and problem-solving skills.

PREFERRED QUALIFICATIONS:

- Advanced degree, certification(s), or advanced training in diversity-related fields.
- Experience in conflict mediation and in the investigation of Affirmative Action and Title IX complaints
- Experience working with traditionally marginalized populations.
- Strong communication/public speaking skills.
- Global / cross-cultural experience
- Bilingual fluency - English/Spanish.
- Experience working with and supporting a culturally diverse population.

BACKGROUND CHECK: Candidates will be required to pass a CORI and SORI check as a condition of employment.

COVID VACCINATION: Candidates for employment should be aware that all Northern Essex Community College students, faculty and staff are required to be fully vaccinated by January 3, 2022. Accordingly, initial employment is dependent upon receipt and verification of full vaccination status records; details of how to fulfill vaccine record verification requirements will be provided during the hire and onboarding process.

Additional Information:

SALARY: This is a full-time position with anticipated starting salary range \$100,000.00-110,000.00 annually, commensurate with experience, with complete fringe benefit package including competitive health insurance, dental insurance, basic life insurance, long-term disability insurance, paid sick, vacation and personal leave, educational benefits for employee/spouse/dependents, and excellent retirement benefits.

ANTICIPATED START DATE: July 2022