



CITY OF MINNEAPOLIS
invites applications for the position of:

Equity and Inclusion Program Coordinator

SALARY:	\$61,512.00 - \$84,403.00 Annually
JOB TYPE:	Full-time
DEPARTMENT:	CITY COORDINATOR
LOCATION:	City Hall, 350 South 5th Street, Minneapolis
VACANCIES:	1
CLOSING DATE:	03/25/15 11:59 PM
POSTING TYPE:	Open to the public

POSITION DESCRIPTION:

Provide leadership and coordination for the development, implementation, monitoring, and measurement of the City's equity and inclusion efforts working toward the elimination of racial and place-based disparities within the community.

The list of qualified candidates will expire one (1) month after being established.

JOB DUTIES AND RESPONSIBILITIES:

- Assist the City in developing, communicating and executing enterprise and community plans related to eliminating racial and place-based disparities.
- Develop, monitor and measure equity and inclusion performance measures including benchmarking and best practice studies.
- Assess the need for new equity-related policies and ordinances and/or changes to official City documents. Draft these and provide staffing assistance to assure passage and implementation by appropriate decision-makers.
- Provide leadership in development and delivery of outreach, community events, educational programs and materials.
- Manage and work collaboratively with drafting the project scope, scheduling meetings, completing tasks, facilitating meetings, garnering consensus on recommendations, and preparing reports/presentations.
- Prepare and make presentations to groups, residents, and elected officials.
- Act as a liaison to create policies, promote equity and participate in community-wide equity projects.
- Provide training and support for City staff and elected officials on equity related issues.
- Oversee the collection and organization of information for reports, case studies, and other documentation related to the project or program assigned.
- Establish and build relationships with a broad set of stakeholders, within the City and including non-profit, private, and public sector organizations working toward elimination of racial and place-based disparities
- Use proven and innovative methodologies to engage the community in development of plans and actions to address racial and place-based disparities.

REQUIRED QUALIFICATIONS:

MINIMUM QUALIFICATIONS:

Bachelor's Degree in a related field or equivalent.

MINIMUM EXPERIENCE:

Five years of experience in a position performing related duties.

EQUIVALENCY:

An equivalent combination of related education and/or experience may be considered.

LICENSES/CERTIFICATIONS:

N/A

Background Check:

The City has determined that a criminal background check and/or academic check are necessary for certain positions with this job title. Persons offered employment must, as a condition of employment, sign an informed consent allowing the City to obtain their criminal history information in connection with the position sought. Applicants who do not sign the informed consent will not be further considered for the position.

Working Conditions: Office Setting.

Selection Process:

Any one or any combination of an evaluation of education/experience/Supplemental & Screening Question responses, an Oral exam, etc. may be utilized (100%). Human Resources reserves the right to limit the number included in any phase of the selection process. Interview may also include work simulation exercises, responding to written/oral questions, candidate assessments, etc.

This position is represented by the [Minneapolis Professional Employees Association](#).

KNOWLEDGE, SKILLS AND ABILITIES:

- An understanding of City government operations
- Ability to lead, organize and manage multiple projects
- Demonstrated leadership skills, conflict management skills and interpersonal skills
- Developed understanding of racial and place-based inequities and related current dialogue
- Knowledge of collective impact model and philosophy
- Ability to thoughtfully communicate with and respectfully engage diverse stakeholders
- Working knowledge of computer operations and applications
- Knowledge of effective community engagement techniques
- Knowledge of and ability to impact transformational change in complex organizations
- Ability to understand policy and management implications of program issues and make recommendations
- Knowledge of budget and financial systems
- Excellent oral and written communication skills, as well as presentation skills,
- Ability to effectively collaborate across disciplines, public agencies, community stakeholders and the private sector

APPLICATIONS MAY BE FILED ONLINE

AT:

<http://www.minneapolismn.gov/jobs>

250 South 4th Street
Room #100
Minneapolis, MN 55415
(612) 673-2282

human.resources@minneapolismn.gov

Position #2015-00061
EQUITY AND INCLUSION PROGRAM COORDINATOR
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Equity and Inclusion Program Coordinator Supplemental Questionnaire

* 1. How did you find out about this position? (Select all that apply)

- City of Minneapolis website
- City of Minneapolis department or employee
- City of Minneapolis job interest card
- Friend or family member
- League of Minnesota Cities website
- Government Jobs.com website
- Minnesota Jobs.com website
- Other website
- Linked In
- Other social media site
- Newspaper
- Other media
- College or University
- Community organization
- Job Fair
- Professional association

* Required Question