

NORTHWEST MARITIME CENTER

Port Townsend, Washington



JOB DESCRIPTION: Diversity, Equity, & Inclusion Program Manager

The Northwest Maritime Center is committed to becoming an anti-racist institution that through our mission and programs works to dismantle those systems that perpetuate inequality and oppression. This is clearly a big topic, and we have work to do as an organization to become as inclusive, equitable, and anti-racist as we aspire to be. In this initial six-month temporary position, the Diversity, Equity, & Inclusion Program Manager will shape the direction of the diversity, equity, and inclusion initiatives. We are seeking a leader who is ready to guide this process and instigate change in our organization.

PRIMARY RESPONSIBILITIES:

Build

- Envision, organize, and guide the joint board and staff Diversity, Equity, and Inclusion Task Force in order to serve the goals towards a successful strategy and initiatives
- Research and propose consultants and budget allocations to support Diversity, Equity, & Inclusion initiatives at the Northwest Maritime Center (NWMC)
- Contribute to consultant recruitment, selection, and serves as liaison between consultant and NWMC, supporting consultant's knowledge and understanding of the organizational culture – including its mission, values, and practices

Assess

- Collaboratively work with both staff and consultants to research, develop, recommend, and execute the organization's diversity goals, as well as the creative strategies to foster those goals for long term, sustainable adoption, and implementation
- Review current practices, collect, and analyze statistical data to evaluate the company's population, practices, and policies in accordance with identified diversity standards and goals
- Use data and metrics to identify organizational strengths and areas for improvement in areas of diversity, equity, and inclusion
- Perform quantitative and qualitative analysis to present findings through storytelling and other compelling ways

Design and Develop

- Create and cultivate meaningful cross functional partnerships with various organizational departments, projects, and events
- Based on data analysis and assessment, propose, and develop diversity, equity, and inclusion strategies in the following areas:
 - program development and implementation
 - recruiting, selection, and hiring
 - employee engagement
 - performance evaluation and advancement



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- board policies and practices
- additional relevant operations and areas
- Implement training and development to aid diversity and retention initiatives and contribute to development of staff in those practices and policies
- Make recommendations to Board for both staff and leadership education and development opportunities in order to support and enhance organization wide diversity, equity, and inclusion fluency

Sustain

- Initiate and lead assessment process for diversity, equity and inclusion updates, practices, and policies
- Practice transparency and provide reports and updates to board and staff alike
- Provide strong cross-functional support, and data to measure success and drive and support accountability measures for departmental and organizational goals
- Maintain knowledge of progressive and up to date diversity-related issues, legislation, and best practices.
- Work with development staff to research and submit grant applications to further the diversity, equity, and inclusion initiatives of the organization
- Assists with other diversity, equity, and inclusion related projects

GENERAL OPERATIONS

While this position's primary responsibility is in leading our Diversity, Equity, and Inclusion work, the Program Manager will work as part of the NWMC team to ensure smooth operations for the organization as a whole. This could include providing information to visitors to the Maritime Center and helping out in projects and events that require all-hands-on-deck, to helping tie up a vessel coming into our dock because you happen to be standing there. We all pitch in for the heavy lifting now and then—sometimes this is metaphoric; occasionally we all have to actually help lift something heavy.

MINIMUM QUALIFICATIONS

- **Leader and critical thinker** with an innovative mindset and experience, expertise and commitment to individual transformation and organizational change related to diversity, equity, inclusion, and belonging, with an emphasis on racial justice
- **Community-minded collaborator and cultural change agent** with understanding and knowledge of the systems of oppression, including systemic and institutional racism, ableism, sexism, classism, heterosexism, and how those -isms are perpetuated and experienced at personal, interpersonal, institutional and cultural levels
- **Experienced educator** with an orientation towards relationship building and knowledge of racial equity principles and best practices for inclusion, as well as effective educational pedagogies and practices to support education around those principles and practices



- **Data analyst with capacity in reporting** and an affinity for attention to detail and competency around clear, consistent & nonviolent communication with diverse groups of individuals at varying places in their learning and understanding of both historical and current context and the application of these issues
- **Enthusiasm for and sensitivity to learning and helping others grow**, and an ability to present and interpret sensitive information in a way that inspires continuous improvement
- **Excitement for a community-based organization** with a regional vision and big ideas and aspirations around maritime and marine science education and providing access to what we refer to as the 'greatest teacher we know' - the sea
- **Dedication to innovation and measurable impact** in order to drive learning and change and transform organizations and communities, especially those most marginalized and furthest from resources

PREFERRED QUALIFICATIONS

- Experience in a diversity-focused role and/or involvement in diversity, equity and inclusion projects or initiatives
- 2+ years' experience in all levels of project management/change management, from making strategic decisions to tactical implementation
- Stellar communication and interpersonal skills, and the ability to flex and influence people of different backgrounds and styles. Experience crafting internal, cross-functional communication is a plus
- Experience and skill initiating and driving organization-wide projects, especially by oneself

WHY YOU WANT TO WORK HERE

"There are rare moments when organizations have the combination of a talented and motivated staff, a powerful board, a healthy and productive work culture, are executing well on existing programs but still innovating and looking for the next step- we're in that moment, and it's exciting." At least that's what we were saying in January, and it looks like we will be there again sooner than we anticipated.

Like all organizations, the current pandemic has had significant impacts on our organization and our ability to serve our community. We shifted activities and made some hard choices, but did so to preserve the resources that would enable us to rebuild when public health again allowed us to return to normal service levels.

The NWMC is dynamic, growing, and making a difference in our community and taking an increasing role in the region. We serve individual students and program participants, but we also work to help solve community problems like systemic improvements in our public schools, economic development, job training, and working regionally to pair the opportunities in the maritime industry with the need to address systemic oppression in communities of color. Plus all of the fun stuff like kids programs, festivals and adventure races. Our waterfront campus is vibrant with a multitude of compelling activities, and all of



them done to meet or advance industry best practices. In the words of one of our board members: “We don’t do B work.”

On top of it all, you’d get work on the water and live in Port Townsend: natural beauty, heritage buildings, arts community, wooden boats, zero traffic jams, and plenty of nature to social distance in. The Northwest Maritime Center’s relative scale to our small town means that the effects of our success can be observed in the success of our community. You’ll be doing meaningful work for the place you live and your efforts will make a tangible difference.

The Northwest Maritime Center is an equal opportunity employer that welcomes and encourages individuals of all cultures and communities to apply.

Submit resume and cover letter to apply@nwmaritime.org. Include “DE&I Program Manager” in the subject line.

Position is temporary (6-month) part-time, 20 hours/week

Offices are located at 431 Water St., Port Townsend, WA 98368, but most work is being conducted remotely due to COVID restrictions

Reports to: Diversity, Equity, & Inclusion Board Task Force

Wage: \$28 – \$32 per hour + benefits package, non-exempt – DOQ

Deadline for applications: open until filled

