

Director for Equity and Social Justice

POSITION DESCRIPTION:

REPORTING

The Director for Equity and Social Justice reports to the Director for the Reading Public Library, and falls within purview of the elected Board of Library Trustees. This as a municipal employee, this position is also accountable to the Town of Reading.

Summary

The Director for Equity and Social Justice is a municipal position that fosters and supports a Reading culture of diversity, belonging, and inclusion. Based in the Public Library Department, the Director works collaboratively within the town on programs, projects, and initiatives that both focus on our shared humanity, and also confront and respond to discrimination, racism, and bias. The purpose of the position is to education, empower, and connect community.

This position reports to the Director for the Library who reports to the elected Board of Library Trustees. This position also works with a volunteer community advisory and action committee called the Reading Alliance for Equity and Social Justice (RAESJ).

The Director for Equity and Social Justice will be a visionary, and inspirational leader, able to build trust with diverse communities and stakeholders. A successful candidate will understand relevant local, state and federal laws, and stay informed on helpful individual and community response resources. They will be given ownership to build an effective and diverse RAESJ Committee based on individual strengths, skills, and competencies. The Director will be a champion for equity and Human Rights within the Town of Reading, aligning their work with the Library's Mission, Vision, and Core Values.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- 1) Fosters conversations that acknowledge privilege and all the ways people may experience it, and that work to eliminate individual and systemic bias and discrimination
- 2) Provides a safe place for community partners to share and be heard
- 3) Advises members of the community, liaising and advocating with the Town and other agencies for awareness and resolution of issues
- 4) Collaborates with partners to provide community-based educational opportunities, professional development, non-monetary resources, and outreach around equity, social justice, and Human Rights
- 5) Organizes and supports events and programs that advance the community's commitment to equity, social justice, and Human Rights.
- 6) Serves as a resource for town government agencies and Reading-based civic organizations seeking to make events and programming more inclusive. This may include direct engagement or connecting to programs or other non-municipal groups.

- 7) Leads the 8-14-person RAESJ to reflect a diverse (in all senses of the word) cross-section of persons who live, learn (or whose children learn), work, or worship (or a member of the clergy whose congregants live) in the Reading community, and who are prepared to work to support the mission of the organization.
- 8) Demonstrates an ability to establish a strategic focus and applicable strategies connecting The Reading Alliance's strategic and tactical plan to the Library's and Town of Reading's Strategic Plan.
- 9) Demonstrates an ability to plan, prioritize, coordinate, lead, and monitor projects, and define and appropriately measure results.
- 10) Demonstrates an ability to effectively communicate with individuals and groups from varied social, cultural, and economic backgrounds. Specific skills include listening, speaking, and writing. Potential audiences include elected officials, Town employees and representatives, representatives of other jurisdictions and private organizations, RAESJ, and community members.

The Ideal Candidate:

- 1) Demonstrates an expert understanding of the full range of modern principles and best practices specific to Human Rights education and engagement
- 2) Demonstrates effective leadership and passion by promoting the vision and mission of the library and the community as they relate to equity and social justice
- 3) Demonstrates an ability to build trust and a trusting environment
- 4) Demonstrates an ability to lead by example, displaying honest and ethical behavior, consistency in words and action, and clear follow through on commitments
- 5) Demonstrates an ability to achieve results and add value by implementing appropriate strategies and objectives
- 6) Demonstrates effective public speaking, presentation, and facilitation skills
- 7) Has experience with various forms of conflict transformation
- 8) Produces timely, accurate, and easily understood presentations and correspondence to ensure proper communication with the intended audience
- 9) Has experience facilitating the group problem-solving process and negotiating satisfactory outcomes
- 10) Is able to transfer knowledge and positively influence others
- 11) Has strong and demonstrated racial, and cultural competencies
- 12) Possesses knowledge of housing, employment, public accommodations, education, disability, and human rights law
- 13) Possesses knowledge of Federal Civil Rights laws, and Massachusetts Human Rights laws, and local Human Rights Ordinances and policy
- 14) Has a Bachelor's Degree or equivalent education and experience in civil rights, human rights, social justice, or related field of study; and
- 15) Has a minimum of 10 years of relevant experience with 5 years of proven experience working in a leadership capacity with human or civil rights organizations, equity and social justice groups, or other civil society groups; or a combination of training and experience which demonstrates the potential ability to perform the duties of the position. Any equivalent combination of education

and progressively responsible experience, with additional work experience substituting for the required education on a year for year basis

Competencies:

- 1) Personal Effectiveness
 - 2) Relationship Building and Stakeholder Management
 - 3) Discernment/Judgment,
 - 4) Collaborative Skills
 - 5) Leadership Skills,
 - 6) Credibility/Confidentiality
 - 7) Project Management
 - 8) Communication Proficiency
 - 9) Problem Solving
 - 10) Planning & Organizing
 - 11) Resource Management
 - 12) Thoroughness & Attention to Detail
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Key Milestones:

- Within two months of hire:
 - Appoint 8-14 members to the RAESJ
 - Create a thorough list of resources to provide the community with information on how and where to raise concerns and seek resolution
 - Identify key stakeholders and build network
- Within first sixth months of hire:
 - Conduct a thorough need assessment by interviewing key stakeholders, reviewing metrics and conducting community listening sessions that will lead to a 1-year action plan outline
- Within first year of hire:
 - Complete at minimum two enablement and training sessions with the Town and or School employees
 - Successfully plan and complete two community engagements
 - Develop a 3-5-year framework for future annual action plans
- Annually:
 - Review action plan annually and present to the Library Board of Trustee and Reading Select Board, reporting on progress and results against set goals and action plan