



May 7, 2021

### **Diversity, Equity & Inclusion Director**

***Greater Boston Legal Services (GBLS) is an Affirmative Action/Equal Opportunity/Accessible Employer and strives to ensure that our staff members reflect the diversity of the communities we serve.***

GBLS seeks a full-time Director of Diversity, Equity & Inclusion (DEI) to contribute to and support an inclusive organizational culture that centers racial, social, and disability equity. The Director of DEI will report directly to the Executive Director, and is responsible for helping the organization apply an equity lens to both GBLS' internal dynamics as well as our community-facing work.

#### Core Responsibilities:

##### Fostering an inclusive work culture:

- Support and create spaces for dialogue on racial justice issues including facilitating GBLS' racial justice committee and supporting staff and affinity/ally groups;
- Provide technical assistance to staff seeking to incorporate anti-racism strategies into their areas of substantive advocacy.
- Develop and implement onboarding and ongoing curriculum pertaining to implicit bias, racial justice, harassment prevention, disability access, and other related issues.

##### Supporting best practices in recruitment, hiring and retention:

- Support Human Resources in developing and maintaining equitable and inclusive recruitment, hiring, and retention practices. Activities may include: training hiring managers and hiring committee members on implicit bias and reasonable accommodations; reviewing job postings with a DEI lens prior to posting; participating in hiring committees as requested; providing job posting and candidate selection recommendations; and participating in networking and recruitment.
- Assist internal mentors, supervisors, and managers in ensuring equitable access to professional development opportunities and advancement.
- Audit policies and practices related to diversity, harassment prevention, disability access, and other equity and inclusion issues.
- Participate in and advise about reasonable accommodation processes.
- Participate in internal investigations and reporting on complaints of discrimination.

#### Monitoring progress:

- Create and implement a system for regular monitoring and sharing of progress on key DEI metrics that incorporates qualitative and quantitative data.
- Communicate with staff to determine and prioritize areas for improvement based on metrics.

#### Supporting equitable outreach:

- Consult with program staff to assess community partnerships and support efforts to ensure partnerships accurately reflect our prospective client communities and their priorities.
- Maintain relationships with the Client Caucus of GBLS' Board of Directors and other community partners and learn about and address racial justice issues in the GBLS client community.
- Work with program leaders and any legislative or policy subcommittees to encourage incorporation of identified issues into our work.

#### Ensuring access to services:

- Oversee the accessibility of communications to clients and the public to ensure the use of Plain Language, language access for non-English speaking individuals, and digital accessibility.
- Ensure that all intake avenues (online forms, phone trees, recorded messages, etc.) are fully accessible.
- Audit case acceptance patterns to ensure equity in the provision of legal services.
- Work with program and unit leadership and staff to ensure priorities are aligned with racial justice issues identified by the community.
- Audit GBLS policies and practices to determine and prioritize areas for improvement around access and inclusion for clients with disabilities.

#### Other:

Other duties as assigned by the Executive Director.

### **Qualifications**

- Seven or more years of experience in Diversity, Equity and Inclusion and related work;
- Demonstrated commitment to, and understanding of racial equity and accessibility;
- Broad historical understanding of discrimination and inequity issues related to national origin, race, sex and gender (including gender expression), sexual orientation, disability, and other legally protected classes;
- Understanding of structural racism and implicit bias;
- Experience working within a unionized environment.
- Strong networking, relationship management, and interpersonal skills;
- Excellent organizational skills and ability to prioritize and lead multiple projects;
- Ability to balance short and long-term objectives;
- Ability to think strategically, and to lead and work collaboratively with others;
- Excellent presentation, meeting facilitation, and public speaking skills;
- Experience with workplace mediation

- Competence in the ADA Reasonable Accommodation process;
- Competence in training, facilitation, and curriculum development in DEI;
- Interest in leveraging technology to further DEI goals and in identifying data-driven solutions;
- Familiarity with Human Resources concepts, hiring processes, and career development.

Salary & Benefits:

- GBLS offers a generous benefits package, retirement contribution, a student loan repayment assistance plan for eligible attorneys, and generous PTO leave.

How to apply:

- Full job description available upon request.
- Candidates should submit a letter of interest, resume, and brief writing sample to the Personnel Team via email at [jobs@gbls.org](mailto:jobs@gbls.org). Please refer to **job code: GBLS-DEI** when applying for this position.
- **Deadline to apply is May 31, 2021** or until position is filled; applications to be reviewed on a rolling basis.

**GBLS values diversity and encourages applicants from a broad range of backgrounds.**