



Job Posting

Title:	Culture Change Leader
Reports to:	Director of Equity and Inclusion
FLSA Status:	Exempt, unclassified employee
Salary:	Up to \$72,800 depending on experience
Location:	City Hall (limited remote two days per week max)
Tentative Start Date:	As soon as possible
Deadline to Apply:	April 29, 2022 send resume & letter to oei@cabq.gov

About the Office of Equity and Inclusion:

OEI's mission is to inspire and equip city government to make Albuquerque a national role model of racial equity and social justice. Established by Mayor Tim Keller in March 2018, the Office has grown from two FTEs to 11, and includes the offices of Native American, Immigrant and Refugee Affairs and Black Community Engagement, as well as a race and equity data and insights manager and health equity team. Since 2018, the Office has helped shape policies and practices that embed a racial equity lens, using data, including the lived experiences, and toolkits to build the City's capacity for culture change.

The City of Albuquerque is a member of GARE, the Government Alliance on Race and Equity, a national network of local, regional and state government jurisdictions. Racial equity practitioners within member jurisdictions design and implement strategies that serve to advance a more just and equitable society.

The **goals** of the Office of Equity and Inclusion are to:

- Develop a city workforce that is representative at all levels of the demographics of the city
- Increase local purchasing and doing business with companies owned by people of color and women
- Invest in areas of the city that have been under-invested and under-resourced
- Ensure that the city delivers city services in an equitable and inclusive manner

Position Summary

The Culture Change Leader is primarily responsible for shaping the internal culture change initiative of Albuquerque city government towards equity and inclusion. This position develops, refines and implements the Office of Equity and Inclusion's (OEI) culture change initiative trainings; offers internal consulting and technical assistance for city employees and departments; cultivates relationships with various stakeholders with a vested interest in the culture change of the City of Albuquerque municipal government and with colleagues both locally and nationally.

Essential and Supplemental Functions

ESSENTIAL FUNCTIONS: (Essential functions may include, but are not limited to the functions listed below)

1. Embody and convey the Keller administration's values about equity and inclusion.
2. Evaluate training needs and readiness, and develop new, and refine existing Diversity, Equity, and Inclusion (DEI) curriculum.
3. Implement and evaluate the impact of such curriculum on employees for evidence of knowledge gained about equity, inclusion, anti-racism, and intersectionality.
4. Offer technical assistance and consulting to city employees and departments on DEI topics and strategies.
5. Organize and plan all aspects of workshops and trainings to include outreach and engagement of participants, registrations, venue, contract facilitators.
6. Monitor and track training data and training budget.
7. Develop annual reports of progress toward indicators and outcomes.
8. Identify and maintain a diverse set of local and national partners to facilitate trainings and share resources helpful to the culture change training initiative.
9. Manage contracts and collaborations with community-based consultants.
10. Collaborate with other local, state and national DEI practitioners, including with GARE member jurisdictions, to work towards collective culture change in Albuquerque, New Mexico and the United States.
11. Organize and develop a learning praxis for department equity liaisons.
12. Update the Mayor, Chief Administrative Officer, and OEI Director regularly, at least quarterly, with annual updates to the City Council as requested.
13. Work with HR to embed the OEI values training into New Employee Orientation.

SUPPLEMENTAL FUNCTIONS:

1. Attend and participate in professional meetings; stay abreast of new trends and innovations related to assigned area of responsibility.
2. Collaborate with team members within OEI and Office of Civil Rights.
3. Perform related duties and responsibilities as required.

Minimum Education and Experience Requirements

Education and experience directly related to the minimum requirements below may be interchangeable on a year for year basis.

Bachelor's degree in education, health education, public health, organizational leadership, sociology, ethnic studies (Africana, American, Asian Pacific Islander, Chicano/a, Native American studies) or related; **and**

Four (4) years of experience in any of the following areas: teaching, community organizing, program design, curriculum development, training, facilitation, public speaking; **and**

To include two (2) years of supervisory experience.

ADDITIONAL REQUIREMENTS:

Possession of a valid Driver's License.

Possession of a City Operator's Permit (COP) within 6 months of date of hire.

Work evenings, weekends and holidays..

Preferred Knowledge

- Has an active personal & professional practice of equity and anti-racism
- Intersectionality and how to communicate issues around LGBTQ, disability, gender, language diversity, cultural sensitivity and other social justice issues
- Inclusive and impactful facilitation
- Community organizing
- Understanding of DEI and social justice terms
- Curriculum that prompts actions and accountability
- Adult learning and development strategies
- Skilled facilitation of diverse groups

Preferred Skills and Ability

- Prepare and disseminate written, video, audio and multi-media materials and presentations and trainings on the most contemporary platforms
- Ability to create innovative learning opportunities for adults
- Coordinate citywide and department-based training
- Develop and facilitate training sessions, workshops, curriculum and modules
- Establish and maintain effective working relationships with those contacted in the course of work including City officials and the general public
- Perform the essential functions of the job with or without reasonable accommodation

Working Conditions

Environmental:

Office environment; remote, exposure to computer screens.

Physical:

Essential and supplemental functions may require maintaining physical condition necessary for sitting or standing for prolonged periods of time.