

**Job Description: Project Manager
for
Institute for Sustainable Diversity & Inclusion (ISDI)
NW Diversity Learning Series (NWDLS)
Closing Date: May 16, 2022**

About Us

The **Institute for Sustainable Diversity & Inclusion (ISDI)**, inspires individuals and organizations to seek out diversity and transform their work spaces so that everyone feels included and treated fairly. We focus on helping people and their organizations transform cultures, behavior, systems, and practices so that they sustain anti-racist environments, inclusive experiences and equitable results for all. We are a not-for-profit organization based in Seattle, Washington, USA. Our primary service is the NW Diversity Learning Series, a bi-monthly, world-class, educational workshop series for employees and managers of companies and organizations in the Pacific Northwest, Florida or anywhere! The Series has provided a valuable resource on diversity, equity, inclusion and belonging in the workplace for 24 years—non-stop.

About the Role

ISDI is looking for a person with great project management competencies and a strong passion for Diversity, Equity & Inclusion to join our team. In this role, you will work closely with the two co-directors in delivering high quality DEI educational learning and development experiences. You will be responsible for planning, scheduling, executing and keeping all our projects associated with the NW Diversity Learning Series (NWDLS) on track.

The ideal candidate is keen on processes, draws on exceptional organizational skills, likes building strong relationships with stakeholders, is tech savvy, enjoys writing promotional communications, likes thinking critically and solving problems, and appreciates working in a non-profit organization.

What You'll Do

1. Project Management
2. Customer or Client Success/Relationship Management
3. Event Management (NWDLS & Special Events)
4. Communications, Marketing & Branding
5. Technology Platform & Registration Management
6. Data Gathering & Analysis
7. Scheduling

1. Project Management

- Lead the ISDI's project management functions including:
 - Oversee and maintain project flow and organization via Project Management Platform (Asana)
 - Create and oversee full calendar timeline of all activities to assess capacity
 - Assess ISDI's technology needs and recommend improvements
 - Monitor the software subscription list in collaboration with co-director (subscription accounts such as Zoom, Asana, Techsoup, etc.) and coordinate renewals with Co-Director

ISDI/NWDLS Project Manager - Job Description (cont.)

- Ensure Processes & Policies are updated, developed, documented, implemented and improved as needed
- Run staff or other team meetings, take minutes/notes
- Recommend and participate in the development of new processes, policies, and strategic planning of the future NWDLS sessions. This includes conducting research into DEI trends as session topic areas, potential presenters and potential Special Events.
- Lead the project management of ISDI'S programs:
 - **NW Diversity Learning Series Bi-Monthly Sessions**
 - Work with the team to plan, prepare and deliver the six bi-monthly NW Diversity Learning Series Morning and Afternoon sessions based on the theme and topics selected for the year
 - Onboard and manage the NWDLS presenters (create the Memoranda of Understanding with all dates, deliverables and instructions; communicate with presenters to keep them focused on deadlines, schedule and attend meetings and calls to provide feedback and clarity; finalize presenters' PPT. slides incorporating ISDI's opening and closing slides
 - Promote the sessions developing email communications sent via Constant Contact and social media posts (more details below)
 - **Strategic Thinking Meetings (STM)** for D&I and HR Leaders Group (two half-days/year)
 - Facilitate team discussions to develop topic, agenda, and guest speaker (if part of the program)
 - Work with co-directors (and guest speaker) to develop the meeting design and any materials
 - Setup and schedule meeting (Zoom or other platform)
 - Develop, coordinate team input, and output email communications about the meeting via Constant Contact
 - After-session follow-up: Draft email communication of meeting highlights and any materials using Constant Contact
 - **Strategic Planning Meetings (SPM)** (2 half-day meetings in July & August with D&I and HR Leaders Group and special guests to develop the next year's NWDLS theme and topics)
 - Schedule time with the team to discuss the approach to the meetings
 - Develop project plan and timeline for ISDI team's preparation of SPM
 - Communicate meeting dates early and frequently via DIHR communications
 - Schedule the meetings with D&I and HR Leaders and other specially-invited guests/provocateurs
 - Coordinate development of the PPT for SPM and finalize with team

2. Customer Success/Relationship Management

- Serve as primary liaison with NW Diversity Learning Series stakeholders for outreach & day-to-day relationship management . Recognize and articulate obstacles or challenges that hinder achieving the greatest value-added outcomes for everyone.
 - Current Sponsors, Subscribers, Strategic Allies, and individual customer
 - Confirm commitments and communicate benefits

ISDI/NWDLS Project Manager - Job Description (cont.)

- Develop, coordinate team input, and output email communications via Constant Contact about the sessions
- Communicate key dates (NWDLS Sessions, Special Events, Professional Meetings)
- Manage tasks and deliverables related to annual Sponsorship and Subscription Renewal process in coordination with Co-Directors
- Past and Potential Sponsors, Subscribers and Individual Customers
 - Initiate outreach to referrals
 - Initiate outreach to new and potential Sponsors and Subscribers (bring-in Co-Directors at appropriate time)
- D&I and HR Leaders Group (made up of DEI leaders from the Sponsor, Subscriber and Strategic Ally organizations)
 - Communicate benefits of membership and dates for Strategic Thinking/Planning Meetings)
 - Develop (with co-director) email communications and announcements for this group
 - Help build the relationships so that members take advantage of benefits due them
 - Develop, coordinate team input, and output email communications via Constant Contact about the meetings

3. Event Management (practice technicals and day of)

- For the NW Diversity Learning Series Morning Sessions, Afternoon Sessions for the D&I and HR Leaders Group, Strategic Thinking Meetings, Strategic Planning Meetings, and Special Events
 - Guide presenters in accessing the necessary features of the virtual platform (GoToWebinar, Zoom, GoToMeeting)
 - Schedule practice sessions to prepare guest speakers and panelists to access the features of the platform
 - Assist participants in joining the selected platforms, and trouble-shoot any problems
 - Keep time during sessions
 - Launch Poll Questions
 - Manage breakout rooms, if part of the program
 - Take notes, if assigned
 - Manage the certification application & submission process (HRCI, SHRM)
 - Arrange for HSDC ASL Interpreters (requests & management)

4. Communications, Marketing & Branding

- Communications
 - Develop and manage Email campaigns for NWDLS sessions including the post session emails for After-Session Resources and Webinar Recording.
 - Manage, review and update Constant Contact email lists as needed to ensure Group Lists remain current and accurate.
 - Establish and maintain transparent communications with ISDI team members, Sponsor Representatives, Board of Directors (when appropriate) and Strategic Allies.
- Marketing, Branding and Social Media
 - Content creation: graphics & copy
 - Monitor branding on all meeting or session materials
 - Experience with Canva
 - Content execution: Facebook, LinkedIn, Twitter, Constant Contact

5. Technology Platforms & Registration Management

- Technology Platforms:
 - Preparation of all platforms used in delivery of NW Diversity Learning Series (NWDLS) sessions presenting content provided by session presenter(s). This includes setup & scheduling of GoToWebinar, Constant Contact, WIX website and Zoom.
 - Monitor and field technical issues during NWDLS and Special Event sessions
 - Manage the ISDI website (WIX platform) by developing and maintaining all pages to ensure it is running smoothly and session information is current. Recommend design updates and collaborate with team members to maintain & improve function, look and accessibility of the website.
 - Use Asana (Project Management Software) to prioritize, document, track and complete all tasks to successfully implement and deliver NWDLS sessions.
- Registration Management:
 - Oversee and manage registration (through various platforms) for all NWDLS session attendees, both morning and afternoon sessions, and other meetings and special events.
 - Respond to inquiries and requests from Sponsor Representatives, Subscribers, Individual attendee and invited Guests. Frequent communication, follow-up & updates to Sponsor Representatives are common prior to each session ensuring they maximize their NWDLS participation.

6. Data Gathering & Analysis

- Compile, tabulate and analyze session data. Create synthesized report with charts to share with presenters and sponsors. Document and maintain processes used in the delivery of NWDLS, updating them as changes occur.
- Track and document relevant session data and generate tables and/or graphs to include in the ISDI Annual Report.

7. Scheduling

- Schedule all Staff and Team meetings via Google Calendar
- Assist with scheduling meetings between Co-directors and current or potential Sponsors, Subscribers or other members
- Schedule all annual events: Six NWDLS Morning Sessions and Afternoon Sessions, D&I and HR Leaders Group meetings (two Strategic Thinking Meetings, two Strategic Planning Meetings), and any Special Events for the public

What We Are Looking For

- Project Management Experience
 - Planning, organizing and executing skills and competencies
- Event Management Experience/Familiarity
 - At least some experience and familiarity with planning and holding events
- Tech Savvy and Design Orientation
 - Capability using meeting technology platforms, such as GoToWebinar, GoToMeeting, Google Hangout, Zoom, Microsoft Teams)
 - Experience using design tools: Canva, Adobe Images, Adobe InDesign

ISDI/NWDLS Project Manager - Job Description (cont.)

- Familiarity with WIX web design or similar software
- Capability using daily working and project management software: Microsoft Office Suite, Gmail, Google Calendar & Asana
- Familiarity with cloud services (i.e., Dropbox)
- Capability using communications technology: Constant Contact bulk email
- Marketing, Branding and Social Media Capability
 - Content creation: collaboration on graphics & copy
 - Content execution: Facebook, LinkedIn, Twitter
- Qualities that Help People Prosper In our Work Environment
 - Being Flexible and agile
 - Being a self-starter, able to work independently and manage workflow
 - Being a good writer
 - Having good interpersonal skills
 - Living in the Puget Sound Region
 - Having a passion for diversity, equity and inclusion, and having any knowledge or experience in this area would be great!

How to apply

This is about a three-quarter time position, 30-35 hours per week, primarily, virtual work space, pay range, \$28 - \$32 per hour depending on experience and familiarity with the software and tools we use. A benefits stipend will also be included.

If you are interested in the position, we would very much appreciate talking with you. Please send a Cover Letter highlighting your qualifications and interest in the position, along with your Resume, to Barbara Deane, Co-Director, Email: Barbara.Deane@i4sdi.org. **Closing date: May 16, 2022.**

Additional information about the Institute for Sustainable Diversity & Inclusion

ISDI is a not-for-profit organization based in the Seattle, Washington area. It was founded by Effenus Henderson and Barbara Deane in 2015, primarily to assume the management of the NW Diversity Learning Series, a Seattle institution providing DEI education for the corporate, government and non-profit sectors. In addition to the NW Diversity Learning Series, ISDI also offers consulting services to organizations, businesses, corporations and not-for-profits.

Read more at our website: <https://www.i4sdi.org>

Previous employees in this position have identified what they felt were strong learning opportunities:

- Opportunity to learn the process for instructional design
- Opportunity to understand organization development and change management
- Gain insight into the competencies of a DEI practitioner
- Virtual meeting facilitation
- Opportunity to learn about systemic approaches to combat inequality

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