

**Job Description:
Admin & Project Manager
for
The Institute for Sustainable Diversity & Inclusion (ISDI) and the NW Diversity Learning Series
March/April 2024**

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. 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 learning 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 and the ISDI team in orchestrating 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.

Areas of Responsibility (Details for each Area follow)

1. Project Management
2. Administrative Duties
3. Customer/Client Success/Relationship Management
4. Event Preparations & Day-of-Event Duties
5. Registration Management & Technology Platforms
6. Data Gathering & Analysis

1. Project Management

- Manage ISDI's project planning functions including:
 - Oversee and maintain project flow and organization via Asana, our Project Management platform,
 - Oversee full calendar timeline of all activities to achieve deliverables and assess capacity.
- Be familiar with and utilize all the Policy, Process and Template documents currently in use.

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- Recommend and participate in the development of new processes, policies, and strategic planning of the future NWDLS sessions. This may include conducting research into DEI trends as session topic areas, potential presenters and potential Special Events.
- **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 (update the documents for contracting with the presenters [Memoranda of Understanding, Presenter’s Checklist & Instructions (all dates, deliverables and instructions), Media Release, etc.; monitor dates & deliverables schedule; communicate with presenter(s) to keep them focused on deadlines, schedule; and attend meetings and calls to provide feedback and clarity with presenters; finalize presenter’s PowerPoint slides incorporating ISDI’s opening and closing slides
- **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
 - Coordinate team input, and output, of email announcements about the meetings via Constant Contact
 - After-session follow-up: When required, 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 topics and approaches to the meetings
 - Develop project plan and timeline for ISDI team’s preparation of SPM
 - Communicate meeting dates early and frequently via DIHR communications
 - Coordinate team input, and output, of email announcements about the meetings via Constant Contact
 - Schedule the meetings with D&I and HR Leaders and other specially-invited guests/provocateurs
 - Coordinate development of the PowerPoint presentation for SPMs and finalize with team

2. Administrative Duties

- Scheduling
 - Schedule all Staff and Team meetings via Google Calendar
 - Schedule all annual events: Six NWDLS Morning Sessions and Afternoon Sessions, D&I and HR Leaders Group meetings (two Strategic Thinking Meetings per year, two Strategic Planning Meetings per year), and any Special Events for the public
 - Assist with scheduling meetings between Co-directors and current or potential Sponsors, Subscribers or other relationships
 - Oversee full calendar timeline of all activities to assess capacity

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- Monitoring & Oversight of critical systems
 - Manage, review and update Constant Contact email lists as needed to ensure Group Lists remain current and accurate
 - Ensure Processes, Policies & Templates are updated, developed, documented, implemented and improved as needed
 - Assess ISDI's technology needs and recommend changes and improvements to co-directors
 - Monitor the software subscription list in collaboration with co-director (subscription accounts such as Zoom, Asana, Constant Contact, etc.) and do check-ins with Co-Director re: renewals
- Running of staff or other team meetings
 - Plan agendas in collaboration with co-directors and/or other staff members (Google Docs)
 - Take minutes/notes in Google Docs
 - Distribute Action Items to each staff member

3. Customer Success/Relationship Management

- Serve as primary liaison with NW Diversity Learning Series stakeholders for outreach & day-to-day relationship management. Be able to provide clear and insightful instructions or feedback to various stakeholders.
 - Current Sponsors, Subscribers, Strategic Allies, and Individual Customers
 - Confirm commitments and communicate benefit via letter template (annual letters)
 - Develop, coordinate team input, and output regarding follow-up email communications after the sessions via Constant Contact
 - 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
 - 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 email communications and announcements for this group (with co-directors) and execute via Constant Contact
 - Help build the relationships so that members take advantage of benefits due them

4. Event Preparations & Day-of-Event Duties

- 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 (Zoom Webinar and Zoom Meeting)
 - 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

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- Take notes, if assigned
- Manage the certification application & submission process (HRCI, SHRM)
- Arrange for HSDC ASL Interpreters (requests & management)

5. Registration Management & Technology Platforms

- Registration Management:
 - Oversee and manage the registration process for all NWDLS session attendees, both morning and afternoon sessions, and other meetings and special events. The registration process integrates with the Technology Platforms listed below. Registrants number from about 150 to 200 per session.
 - 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 to ensure they fill the NWDLS seats they've purchased.
- Technology Platforms:
 - Preparation of all platforms used in delivery of NW Diversity Learning Series (NWDLS) sessions (which integrate with the registration processes). This includes setup & scheduling of Zoom Webinar, Zoom Meeting, and Constant Contact [CC email announcements incorporate content provided by session presenter(s)]
 - Help maintain ISDI's website (our website is now WordPress, and we have an external web designer):
 - Review all pages to ensure they are running smoothly, and maintain all pages so that session information is current
 - Recommend design updates and collaborate with team members to maintain & improve function, look & feel, and accessibility of the website
 - Maintain relationship with web designer (external)
 - Monitor and field technical issues during NWDLS and Special Event sessions
 - Use Asana (Project Management platform) to prioritize, document, track and complete all tasks to successfully implement and deliver NWDLS sessions

7. Data Gathering & Analysis

- Consult Process documents for guidance and historical approaches
- Compile, tabulate and analyze session data. Create synthesized reports with charts to share with presenters and sponsors
- Track and document relevant session data and generate tables and/or graphs to include in the ISDI Annual Report
- Document and maintain the Processes used for data gathering and analysis, updating them as changes occur

What We Are Looking For

- Project Management Experience - planning, organizing and executing skills and competencies

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- Administrative Experience – handling all the details
- Event Planning Experience/Exposure
 - At least some experience and familiarity with planning and holding events
- Tech Savvy and Design Orientation
 - Capability using meeting technology platforms, such as Zoom Webinar, Zoom Meeting, Google Meet, Google Docs, One Drive, Microsoft Teams)
 - Experience using design tools: Canva, Adobe Images, Microsoft Powerpoint
 - Capability using daily working and project management software: Asana or similar Project Management software, Gmail, Google Calendar, Microsoft Office Suite
 - Familiarity with cloud services (i.e., Dropbox)
 - Capability using communications technology: Constant Contact bulk email
- Qualities that Help People Prosper In our Work Environment
 - Reliable internet connection
 - 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 a three-quarter time position, 30 hours per week, entirely remote except for some special events, pay range, \$24 - \$30 per hour depending on experience and familiarity with the software and tools we use. Benefits include paid holidays, paid sick leave, paid time off, Simple IRA retirement plan; a health benefits stipend may also be considered.

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: April 4, 2024**

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; the consulting services is staffed with its own project manager position.

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

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

- Learning the process and format for instructional design
- Understanding organization development and change management
- Gaining insight into the competencies of a DEI practitioner
- Facilitating virtual meetings
- Learn about systemic approaches to combat inequality
- Learning about international standards for DEI work