

SEATTLE CENTER RACIAL EQUITY INITIATIVE MANAGER

POSITION DESCRIPTION:

The Seattle Center Foundation is seeking a Racial Equity Initiative Manager to work with the Seattle Center Racial Equity Cohort on the Seattle Center campus. This position would provide coordination, programming and technical support for the non-profit organizations that are located on the campus or are affiliated with campus arts and culture organizations at Seattle Center. The members of the cohort are committed to ensuring that their board members, staff, programming and audiences are reflective of and serve the rich racial and cultural diversity of this region. The coordinator would report to the Executive Director of the Seattle Center Foundation. The position is part-time and would extend over a two-year timeframe.

The Seattle Center Foundation is a 501(c)(3) non-profit organization, founded in 1977 that has assisted Seattle Center and its member organizations in meeting the needs of the campus through fundraising and advocacy and project management.

Seattle Center serves as an extraordinary, regional arts, civic and family gathering place in downtown Seattle. The 30+ cultural, educational, sports and entertainment organizations residing on the 74- acre campus, together with a broad range of public and community programs, offer nearly 500 events, attracting 12 million visits each year.

JOB RESPONSIBILITIES:

1. COORDINATION

- Act as the lead staff member representing the interests of all of the cohort members
- Schedule, organize and run meetings for all of the cohort committees and task groups
- Maintain contact lists and ensure all members are informed of meetings and activities
- Assist the cohort in identifying and securing technical consultants to serve the collective needs of the group (trainers, facilitators, subject matter experts)
- Bring constituents together for joint learning opportunities
- Manage the contracts of technical consultants
- Provide timely reports and updates to cohort members

2. PROGRAMMING

- Assist committees and task groups in the design and implementation of cohort programs
- Provide logistical support for programs, including planning and managing additional training, facilitators and consultants.

3. OUTREACH AND TECHNICAL ASSISTANCE

- Serve as a resource for each of the participating organizations on issues of race and social justice as they explore opportunities for improving their individual cultural competency and work on the challenges of moving forward.
- Assist individual organizations and the cohort as a whole in evaluating deficiencies, identifying areas for progress, and identifying appropriate strategies

QUALIFICATIONS:

The successful candidate will have:

- Five or more years of experience working with organizations that are addressing cultural competency and racial equity issues
- Excellent written and verbal communication skills
- Excellent customer service skills
- High level of patience and flexibility with participants who have different perspectives and different levels of experience
- Experience solving problems under pressure and working on difficult organizational issues
- Experience working with all different levels of organizations (boards, management, staff) in a change management context

This is a part time, non-exempt hourly contract position, expected between 10-20 hours/week to begin.

Compensation is \$40/hour depending on experience.

Please provide resume and one-page cover letter on your interest in this position by Friday, December 15th to Cathy Sander, via email or mail:

Cathy Sander

Seattle Center Foundation

305 Harrison Street

Seattle, WA 98109

csander@seattlecenter.org

No phone calls please.