

Washington State Democratic Central Committee  
Job Description  
Director of Equity and Inclusion

The Director of Equity and Inclusion is responsible for creating and implementing an annual diversity, equity, and inclusion plan that assesses, tracks, and advances the goal of a party that is more reflective of the diversity of the state and our voters. S/he/they should be creative, focused, relentless, and committed to the work.

The Director will report to the State Party Executive Director, and work with the entire Party team. Salary is \$80,000 to \$90,000/year, depending on experience, with health care, vision, and dental coverage. The position is part of a union collective bargaining agreement and is based in our Seattle, Washington office once Seattle is declared ready to open safely within the boundaries of Covid-19.

### Responsibilities

The Director of Equity and Inclusion will advise the operations for internal and external party affairs and aspects of candidate campaign work, focused on a more representative and welcoming party.

### Duties Include

- Recommend, advise, and guide the State Party Rules Committee, Affirmative Action Committee, and Party Affairs department to evaluate and work to restructure party systems and rules to include more marginalized and underrepresented perspectives and individuals, with the goal of increased recruitment, retention, and leadership advancement of these individuals. These systems include but are not limited to the Charter and Bylaws of the state party and Committee work plans and actions.
- Work with the Party Affairs department and local party organizations to identify deficiencies and barriers to marginalized communities in Local Party Organizations and work to provide recommendations to restructure local party systems. These recommendations should focus on including more marginalized and underrepresented perspectives and individuals, with the goal of increased recruitment, retention, and leadership advancement of these individuals. These systems include but are not limited to local PCO to elected leader recruitment, training, and advanced training.
- Work with existing state party systems to evaluate events before, during, and after they occur, through an equity lens. These events include but are not limited to grassroots trainings and political events, official meetings, fundraising events, and internal hiring and leadership development.
- Work with the Communications department to implement inclusive communication strategies for the state and local parties that include underrepresented perspectives. This work should have an anti-racist focus.
- Evaluate the state Rise and Run program through an equity and inclusion lens and make recommendations for improvements.
- Develop a diversity, equity, and inclusion training program, and recommended supporting programs, for employees and leadership at all levels.
- Develop metrics for success that are both ambitious and realistic within the party framework and the beliefs and attitudes of its current membership.

### Requirements

- A passion for social justice and a commitment to Democratic Party values.
- Minimum five years experience in diversity, equity and/or anti-racism work, including significant time directing a department, staff, board, or coalition.
- The resilience, empathy, honesty, humility, and determination to advocate for underrepresented groups.
- The ability to turn around time-sensitive, high-visibility recommendations and communications on sensitive topics related to race, gender, class, sexuality, and ability status.

- Strong written and verbal communications along with presentation skills and facilitation skills.
- Proven influencing, organizing, and relationship building skills with internal and external partners and people from various backgrounds and cultures.
- A friendly and professional member-first demeanor.
- Ability to manage multiple projects independently.
- Detail oriented and comfortable working in a fast-paced office environment.
- Superior organization skills and dedication to completing projects in a timely manner.
- Spanish proficiency preferred, but not required.

The Washington State Democratic Central Committee strives to create a diverse, equitable, and inclusive environment and is proud to be an equal opportunity employer. We actively encourage applicants from historically underrepresented backgrounds, including first-generation college graduates, Black, Indigenous, and People of Color, people with disabilities, and people who identify as part of the LGBTQ\* community. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

Recruitment for this position will remain open until December 11, 2020. To apply please send your resume to [kdeal@wa-democrats.org](mailto:kdeal@wa-democrats.org), along with a brief description of why you are uniquely qualified for and enthusiastic about this position. Consideration will be given to all qualified applicants who submit their resume by the time recruitment closes.