



REVISED: 07/01/2019  
Submitted: 06/11/2019

JOB TITLE:	GENERALIST DIVERSITY
DIVISION	DIVERSITY, EQUITY, AND POVERTY PROGRAMS
SALARY SCHEDULE/GRADE:	II, GRADE 6
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8477
BARGAINING UNIT:	CLAS

#### SCOPE OF RESPONSIBILITIES

Assists in supporting Diversity, Equity and Poverty Programs and implements community inclusion strategies targeted towards internal and external groups.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Utilizes media platforms to communicate with community members and internal stakeholders  
Meets with community partners to market programs and determine initiatives  
Serves as liaison between departments, unit leaders, and outside agencies  
Monitors content on DEP webpage, Blog and newsletter  
Works in conjunction with IT to ensure that all departments' databases remain up-to-date  
Maintains list of DEP programs and locations, and dates  
Maintains Google Drive documents for internal and external viewing  
Collaborates with departments and community members to accommodate community concerns and requests  
Provides assistance to the Chief Equity Officer in departmental and District affairs that focus on equity  
Completes all trainings and other compliance requirements as assigned and by the designated deadline  
Performs other duties as assigned by supervisor

#### PHYSICAL DEMANDS

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities driving automotive equipment.

#### MINIMUM QUALIFICATIONS

Bachelor's degree  
Three (3) years of successful experience in community engagement and parent involvement  
Three (3) years of experience in digital content management  
Valid driver's license  
Effective communication skills

#### DESIRABLE QUALIFICATIONS

Evidence of strong interpersonal and leadership skills  
Prior experience in an educational institution  
Experience in a diverse workplace