

<b>Job Title</b>	Equity Training Coordinator
<b>PVN ID</b>	PS-2110-004330
<b>Category</b>	Managerial and Professional
<b>Location</b>	CUNY SCHOOL OF PROFESSIONAL STUDIES
<b>Department</b>	CUNY School of Professional Studies
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$55,000.00 - \$60,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Mar 23, 2022 (Or Until Filled)

## General Description

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### About the CUNY School of Professional Studies

For over 15 years, the CUNY School of Professional Studies (CUNY SPS) has been leading online education in New York. Notable for offering the most [online](#) bachelor's and master's degree options at the City University of New York, and for serving transfer students as the University system's only undergraduate all-transfer college, CUNY SPS meets the needs of adults who wish to finish a bachelor's degree, progress from an associate's degree, earn a master's degree or certificate in a specialized field, and advance in the workplace or change careers.

The School's growth has been remarkable, with twenty-four [degrees](#) launched since 2006. Enrollment has risen by more than 30% in the last four years to over 4,000 students in the credit-bearing programs. Thousands more are enrolled in non-degree and grant-funded workplace learning programs. In addition, the School has an active alumni network and has established the CUNY SPS Foundation, which offers multiple scholarship opportunities to current students.

CUNY SPS has consistently been named by *U.S. News & World Report* as one of the country's top online institutions. This year, the School was ranked in the top 2% in the nation on the publisher's list of the [2021 Best Online Bachelor's Degree Programs](#).

Within CUNY SPS, the Office of Professional Education and Workplace Learning (PEWL) designs custom workplace learning programs to help organizations achieve their goals. To our partnerships, we bring knowledge of research-based learning practices as well as experience in developing innovative programs.

PEWL is recruiting for an Equity Training Coordinator for CUNY SPS's partnership with the Administration for Children Services Workforce Institute (ACS WI). ACS WI provides professional development for child welfare and juvenile justice professionals. Learning programs are available through instructor-led training offered at dedicated classrooms in each of the five boroughs, via virtually led training, and through eLearning and other online modalities.

**Description:**

The Equity Training Coordinator serves as an expert in matters of racial equity and oversees the development and implementation of diversity, equity and inclusion within ACS. The Equity Training Coordinator is dedicated to managing training initiatives under the auspices of the Office of Equity Strategies, and will report to the Deputy Director, Budget and Scope of the ACS Workforce Institute program.

## Other Duties

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**Duties and Responsibilities:**

- Monitor training data for ACS' diversity, equity, and inclusion learning programs;
- Generate reports based on ACS' diversity, equity, and inclusion learning programs;
- Serve as an Office of Equity Strategies liaison to the ACS Workforce Institute to support development of DEI learning programs;
- Serve as an Office of Equity Strategies liaison to the Racial Equity Cultural Competence Committee to support racial equity training initiatives;
- Collaborate with OES leadership to plan and implement learning events that will build staff's capacity to decrease their personal biases and increase their cultural competency;
- Design resource materials intended to build staff capacity to decrease biases and increase cultural competency;
- Development and implementation of equity and inclusion training goals and strategies for the agency in collaboration with senior managers;
- Partners with employee resource, affinity and diversity working groups to define and implement strategies and to remove barriers to their success;
- Research diversity, equity, and inclusion trainings offered by vendors and maintain database of potential sessions for the agency;
- Maintain a database of diversity, equity, and inclusion subject matter experts;
- Contribute to the development of new training ideas, strategies and delivery models to generate innovation, relevance and interest;
- Perform work both onsite and remotely, traveling to identified training locations within the five boroughs as required; and
- Other duties as assigned.

## Qualifications

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- A Bachelor's Degree required.
- At least one year of experience designing resource materials intended to build staff capacity to decrease biases and increase cultural awareness required; three years documented experience supporting DEI initiatives.
- Proven ability to organize diverse activities and manage multiple projects at once, observing schedules and project polices.

- Ability to keep accurate records and maintain libraries of materials.
- Knowledge of standard instructional design technology and office computer software; ability to use Microsoft Office products (Word, Excel, Access, Teams and PowerPoint).
- Basic knowledge of internet-based software programs: Zoom, LMS, Webex, etc. used in virtual courses and webinars.
- Ability to communicate effectively individually and with groups, orally and in writing.
- Ability to work on multiple projects effectively and efficiently, both independently and collaboratively as part of a team.
- Ability to work independently and collaboratively in a fast-paced, demanding, and complex work environment, with the ability to carry out complex assignments and adapt to changing situations and priorities.
- Ability to interact with various levels of leadership and offer feedback on ways to further the missions of ACS and the ACS Workforce Institute.
- Knowledge of government operations, and/or human services, a plus.
- Commitment to creating an anti-racist and equitable work environment is desired

**\*This position is funded by a city grant program which mandates that all employees are vaccinated against COVID-19\***