



# CITY OF MALDEN

## Human Resources Department

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Anthony Chiccuarelli, Director

### City of Malden Job Opportunity

**Position:** Diversity, Equity and Inclusion Coordinator  
**Department:** Mayor's Office  
**Salary:** Up to \$80,000

#### **Description:**

The City of Malden is seeking a Diversity, Equity and Inclusion (DEI) Coordinator to provide Citywide direction and support in the areas of diversity, equity, inclusion and related matters. The DEI Coordinator will work under the supervision of the Mayor's Office and, as part of the Mayor's office, will interact with all City Departments, the Public Schools, the Community, and the City Council. The candidate chosen will serve as a knowledgeable resource and assist in enhancing existing programs and developing new programs that will encourage active engagement in activities demonstrating the City's commitment to diversity, equity and inclusion.

#### **Essential Duties and Responsibilities:**

- Facilitates the development of strategies, policies and guidelines designed to advance an understanding of diversity, equity and inclusion both within City government and across the broader community.
- Guides and advises the Mayor, City Council, City Departments and Boards and Commissions on matters pertaining to diversity, equity and inclusion.
- Assists with the implementation of the goals identified in the UNITE Malden 2020 initiative.
- Ensures organizational consistency in the application of diversity, equity and inclusion focused policies and practices.
- Helps address challenges and barriers faced by marginalized community members and makes recommendations that work to build a more inclusive City.
- Works with the Human Rights Commission in carrying out their mission.
- Collaborates with the Human Resources Department (HR) in developing and putting into practice employment policies and programs to attract, retain and promote a diverse work force for the City.
- Participates in all hiring panels (including Boards and Commissions) to advocate for diversity in hiring to ensure that City government reflects the diversity of the City.
- Works with HR to recommend and implement staff programs, training and activities that promote equitable, diverse and inclusive environments.
- Develops, formulates and implements policies that promote diversity and equal opportunity for the solicitation of vendors.

The City of Malden is an Equal Opportunity Employer

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- Attends public meetings and events as necessary and represents City government in the community, as a partner committed to equity, diversity and inclusion, including with the local business community, community groups, and state and local agencies.
- Other duties as assigned by the Mayor or his designee.

**Recommended Minimum Qualifications:**

**Education, Training and Experience:**

Bachelor's degree in related field with 3 or more years of relevant experience; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the position.

Preferably a candidate should have demonstrated experience in implementing diversity, equity and inclusion programs as well as an understanding of cultural values and norms of marginalized communities, including but not limited to Black, Indigenous and People of Color (BIPOC), gender non-binary people, transgender people and persons with disabilities.

**Knowledge, Skills and Abilities:**

- A working knowledge of designing professional learning around diversity, equity, inclusion and/or cultural competency.
- A working knowledge of community building and conflict resolution along with leadership and facilitation skills.
- An understanding of diversity challenges and an ability to lead systemic change.
- Knowledge of commonly used organizational diversity and education resources concepts, practices and procedures.
- Excellent communication (written and oral), interpersonal, analytical and organizational skills.
- Effective intercultural communication skills and ability to advocate/address issues of diversity;
- Sensitivity and understanding of specific barriers which may lead to a lack of access and engagement.
- Skill in developing metrics for measuring effectiveness of diversity initiatives implemented.
- Problem solving skills and the ability to conduct investigative research.
- Ability to effectively work across global cultures and partner with organizational and community leaders and build collaborative relationships.
- Demonstrate absolute discretion and tact in handling confidential information.

**To Apply:**

Interested applicants should submit a cover letter and resume to the Human Resources Director, City of Malden at [maldenhr@cityofmalden.org](mailto:maldenhr@cityofmalden.org). This posting will remain open until filled.

Selected candidate will need to submit to a Criminal Offenders Records Information report (CORI) background check and pre-employment drug screening.