



Job Description

Job Title: Diversity, Equity, and Inclusion Coordinator

Department: Visitor Services

Project: Great Basin Institute Youth STEM Education VISTA

Project Period: 01/18/2022 - 01/17/2023

Site: Galena Creek Visitor Center at the Great Basin Institute

Reports To: Visitor Services Manager

FLSA Status: Non-Exempt

To Apply: Complete our online application [here](#) or apply via [MyAmeriCorps](#). For questions, contact Rachel Durben, Development Manager, rdurben@thegreatbasininstitute.org

Position Description:

Goal of the Overall VISTA Project: The project will provide low-income K-12 students with STEM education opportunities that will advance academic achievement and interest while building skills and confidence, resulting in upward mobility and alleviation of generational poverty.

The Diversity, Equity, and Inclusion Coordinator will implement GBI Diversity, Equity and Inclusion (DEI) initiatives for STEM education programs offered by the Galena and Taylor Creek Visitor Centers (VCs). This VISTA eliminates barriers to accessing these programs by funding scholarships, adjusting program outreach and curriculum to support students of all backgrounds and ability, and offering alternative programs that address COVID-19 risks.

Essential Job Functions may include the following or other duties as assigned:

- In order to understand GBI's "Together Forward Blueprint," the VISTA will meet with the GBI DEI committee. The "Together Forward Blueprint" includes: ongoing diversity and equity awareness training for employees; the creation of a committee that meets bimonthly to discuss ongoing organization-wide efforts for improving DEI awareness; regular audits of onboarding & hiring processes and employee development and retention programs; and expanding recruitment strategies with a focus on opportunity groups within the organization's current academic network. VISTA member will incorporate GBI DEI principles into both Taylor Creek and Galena Creek STEM programs;
- Establish and maintain ongoing partnerships with Title I and low-income schools, as well as with local and national NGO organizations that promote youth education and outreach for opportunity populations;

- Work with GBI leadership, VC leadership and other VISTA members to continually assess student and parent needs to maintain program retention, ensure that the curriculum supports these audiences in an effective and appropriate manner, and infuse DEI initiatives into each component of the STEM education programs and their curricula, encouraging regular return to programs and long-lasting relationships with our staff, and the environment in which we teach;
- VISTA Member will create a checklist of potential needs to be met that will act as measurable goals. This checklist should include barriers to education and can be used to guide the creation of DEI Initiatives. This checklist should be created with the help of partner schools, Galena Creek VC staff, and parent surveys in order to fully understand barriers and needs of students. This checklist is to be an exhaustive list of barriers to education that students might face;
- VISTA member will incorporate GBI DEI initiatives into both Taylor Creek and Galena Creek STEM programs. These DEI initiatives will be created with the help of the “barriers checklist” and in collaboration with GBI leadership and Galena Creek VC staff. These initiatives should focus on overcoming barriers that have been identified in the “barrier checklist”. These initiatives are to be attainable goals that GBI leadership, GCVC staff and the VISTA member can plan how to enact and measure their progress throughout the season;
- The VISTA Member will propose uses of funding to enact the DEI initiatives they have created. The VISTA member will collaborate with GBI leadership and GCVC staff to design a plan to enact these initiatives. This plan will take into consideration timeline, funding and other resources to most effectively implement the initiatives throughout the season;
- At the end of the season the VISTA member will survey the success of DEI initiatives throughout the season and create a data supported report to measure success of DEI initiatives during the season. The member will then use these findings to suggest future changes to initiatives and the resources put towards them in order to improve efficacy for future employees;
- Learn about our current funding partners for the Galena Creek VC. Understand current funding and it's utilization at Galena Creek VC. Identify the potential for current funding to be used at Taylor Creek VC, the need for new funding opportunities, or a combination of both:
 - Search databases such as grants.gov, and explore local Non-Governmental Organizations in search of funding opportunities. Meet with GBI leadership regularly to discuss and record funding opportunities and how they should be pursued;
 - Pursue funding acquisition through assisting in the creation and follow through of proposals with GBI leadership and staff;
 - Explore current and past funding in GBI servers and use these as a potential guide for new and recurring funding opportunities.

Requirements/Qualifications

To perform this job successfully, an individual must be able to satisfactorily carry out each essential
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duty. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Bachelor's degree in Natural Resources, Recreation, Communication, Education, or other related fields from an accredited university is preferred;
- 2 years of experience working in environmental education or outreach;
- Desired traits include: enthusiastic, exceptional communicator, strong public speaker, friendly, approachable, creative, self-sufficient;
- Resolute organizational skills;
- Proficiency in Microsoft Office and Google Suite applications;
- Experience interacting with the public in an educational setting;
- Strong working knowledge of biology, ecology, conservation;
- Motivated, self-starter who is detail oriented;
- Commitment to Diversity, Equity and Inclusion principles
- Flexibility to handle competing and changing priorities;
- Ability to work varied schedules;
- Ability to communicate effectively with a diverse public in a variety of forums;
- Ability to speak English conversationally; conversational ability in Spanish desirable but not required;
- Pass National Sex Offender Public Registry and federal criminal background checks.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, use hands, stand, walk, bend, and have specific vision abilities to include close and distance vision, and ability to adjust focus working with computer business equipment and other job/industry specific equipment. The noise level in the work environment is usually low level.

The overall nature of the position is sedentary, requiring little physical effort and occasional light exertion. There is occasional exposure to environmental conditions such as heat, cold, and temperature changes.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.

All offers of employment are conditional upon completion of an acceptable check of the National Sex Offender Public Registry and federal criminal background check.

Disclaimer: Although the Company has attempted to accurately and thoroughly describe this position, the Company reserves the right to change the same, including to change, add to or subtract from the duties outlined, within the sole discretion of the Company, at any time, with or without advance notice.