



JOB POSTING
Equity and Inclusion Advocate

Cascade AIDS Project (CAP), the oldest and largest AIDS Service Organization (ASO) in Oregon and Southwest Washington, is committed to preventing HIV infections, supporting and empowering people living with or affected by HIV and eliminating HIV-related stigma and health disparities as well as providing compassionate healthcare to the LGBTQ+ community and beyond. Learn more about us at <http://capnw.org>.

CAP is excited to announce that we are currently hiring a full-time Equity and Inclusion Advocate. The Equity and Inclusion (EI) Advocate leads and oversees the overall equity, and inclusion work within Cascade AIDS Project (CAP) in a manner consistent with the agency's mission and strategic plan. In collaboration with agency leadership, the Human Resources Administrator, and others, the EI Advocate determines the strategic approaches needed within CAP to further its mission in a way that supports its commitment to the values of inclusion, and equity. The person in this role will champion discussions, policy changes, and culture shifts that promote equity, and inclusion organizational goals. The EI Advocate will work with the EI Committee in reviewing, finalizing, and rolling out an internal organizational Bias Reporting System. They will articulate the need for change and develop plans to meet those needs in the context of CAP's ongoing commitments in consultation with agency leadership and staff at all levels. The EI Advocate is responsible for ensuring agency policies and procedures align with CAP's strategic equity goals and initiatives. The EI Advocate works with the HR Administrator to establish and maintain a work environment that supports effective talent acquisition, development, and retention of employees from marginalized backgrounds. This includes collaboration to develop and support an institutional framework of culture and presence. The EI Advocate will be responsible for working with CAP at all levels to build overall capacity and capability around issues of equity, and inclusion which will lead to overall sustainable culture change within the agency.

This position is based out of CAP's Davis St, Portland office, and will primarily work a M-F 40 hour per week schedule. Some travel expected. Occasional evening and weekend work are required.

Required Qualifications:

- Substantial, increasingly complex experience with equity, and inclusion work, including experience in the community as an educator, organizer, or similar role and/or a professional background in equity and inclusion leadership
- Experience initiating, building and delivering people-related change management and inclusion programs in complex organizations, and translating research and data into action.
- Demonstrated experience with equity concepts and initiatives
- Experience working cooperatively within and across teams, particularly in gaining team commitment and actions toward goals
- Excellent communication and ability to facilitate productive dialogue around sensitive issues

- A history of demonstrated ability in handling sensitive information in a discreet, confidential manner
- Ability to work successfully with staff and community at all levels and from a diverse range of backgrounds and intersectionalities, and to treat all individuals with respect and dignity
- Ability to drive results through indirect management of people, using influence, relationships, and credibility
- Demonstrated self-directed initiative outreaching to a wide and diverse audience.
- Comfortable, humble, and confident in conversational and presentation settings.

Preferred Qualifications:

- Lived experience of inequity/oppression and connections to marginalized communities
- Facilitation or coordination of trainings, dialogue sessions or workshops to promote understanding and equity competency of others
- Restorative Justice certification or training and experience
- LGBTQ+ cultural competence and successful experience working with ethnic, racial, economic and sexually diverse populations
- Bilingual and/or multi-cultural
- Experience with equity, and inclusion work in the nonprofit sector
- Experience in a unionized work environment and with labor relations

Compensation: \$68,000 annually; employer-paid health, dental, vision, short-term and long-term disability and life insurance; 401(k) retirement plan with generous employer matching contribution, 125C cafeteria savings plan; generous vacation and health leave benefits.

Closing Date: Application review will be reviewed on a continuing basis. Applications will continue being accepted until the position is filled.

To apply for this position, mail, email, fax, or deliver the following three documents:

1) a complete cover letter (attached as Word or pdf) that serves as an example of your writing and addresses how you meet all of the required qualifications specific to the position you are applying for, 2) your resume, and 3) a completed CAP Employment application (available at <http://www.capnw.org/careers>) to:

Cascade AIDS Project
Equity and Inclusion Advocate Position
520 NW Davis St. Suite 215
Portland, OR 97209
Fax: 503-223-6437

Or by email to:
jobs@capnw.org

Cascade AIDS Project is an Equal Employment Opportunity/Affirmative Action Employer
People of color, women, LGBTQ+ individuals and people living with HIV are strongly encouraged to apply