



Position Title: Diversity Equity & Inclusion Manager
Reports To: Programs Director
Hours: 10-20 hours weekly (Temporary Position)

Position Description

Leads community engagement efforts within Hispanic and Marshallese communities to promote inclusion within Downtown Springdale events and programs. This is a temporary position, requiring a 6-month commitment.

Primary Duties and Responsibilities

- Devise and execute a strategic plan to increase diverse participation in Downtown Springdale events in the areas of increased diverse event attendance; increased representation of diverse musical, culinary, and artistic talent; increased diversity of nonprofit and for-profit vendors; and increased online engagement with diverse communities.
- Develop and maintain positive relationships with downtown merchants of diverse backgrounds, encouraging participation in downtown events. This will require in-person meetings.
- Research and catalogue diverse musical, culinary, and artistic talent from throughout the NWA region. Assist events staff in recruiting for downtown events, and providing translations as needed.
- Engage with the Hispanic and Marshallese communities and provide feedback to events staff on what types of experiences these residents would like to have in downtown.
- Advise staff on event content that is representative and welcoming to diverse communities.
- Attend downtown events as a representative of Downtown Springdale Alliance and assist in day-of duties.
- Develop a translation strategy for Downtown Springdale Alliance
- Help to grow Downtown Springdale Alliance's diverse audience on social media platforms.

Qualifications

Bachelor's degree from an accredited institution in a related subject or 3-5 years' experience in a related field. Highly organized, with great attention to detail. Self-starter, with a high level of personal ethics. Excellent communication and relationship-building skills. Bilingual (Spanish or Marshallese) preferred.

Required proficiency in the use of computers for:

- Word processing
- Databases
- Spreadsheets
- E-mail
- Internet

To Apply

Send a letter of interest and resume to Jennifer Joyner, Programs Director at jennifer@downtownspringdale.org.

The Downtown Springdale Alliance is a nonprofit that was formed in 2011 with a mission to promote a vibrant Downtown Springdale. The organization is focused on activating spaces, cultivating relationships, and creating events unique to Springdale that bring the community together.