Job Ref. #18-07

**Technical Education Research Centers, Inc. (TERC) Diversity, Equity & Inclusion Officer (DEIO) Job Advertisement**

TERC, an innovative 501c3 not-for-profit organization focused on STEM education research and development and located in historic, college-rich Cambridge, MA, is seeking a Diversity, Equity & Inclusion Officer to lead its diversity and inclusion functions and related outreach efforts. This is a new position. The person in this role will report to the President and will receive part-time administrative support.

***About TERC and Its Mission***

*Founded in 1965, TERC is committed to improving math and science education for all learners. TERC works at the frontiers of theory and practice to: contribute to a deeper understanding of learning and teaching; enhance instruction through teacher professional development; develop ways of applying new technologies to education; create curricula and other products; and support curricular and pedagogical reform, both in school and informal settings. TERC programs involve learners of all ages—early childhood, K-12, undergraduate, graduate, and adult education.*

*TERC imagines a future in which learners from diverse communities engage in creative, rigorous, and reflective inquiry as an integral part of their lives—a future where teachers and students alike are members of vibrant communities where questioning, problem solving, and experimentation are commonplace. This vision is grounded in the belief that science and math literacies are vital for strengthening and preserving a democratic society.*

***About the Position***

TERC’s principal goals include diversifying our staff, engaging staff in professional development, broadening our outreach into the communities we serve, and enriching our own workplace culture and understanding. With the creation of the DEIO position, we commit to equity, inclusion, and diversity in its many facets, including, but not limited to, race, ethnicity, gender identity, sexual orientation, disability, veteran status, national origin and religion. Presently, we are focusing our efforts on expanding our outreach into historically underserved racial/ethnic populations: African American, Latinx, Native American, and Asian/Pacific Islander communities. The Diversity, Equity and Inclusion Officer will play a critical role in achieving our immediate and long-term goals.

The individual in the DEIO position will: (1) assist the organization in attracting, retaining and fostering a diverse, inclusive workforce, (2) develop training and initiatives to strengthen and foster an open and inclusive work environment, and (3) connect TERC with new external partners that represent and/or support underserved and historically underrepresented communities.

The DEIO will be responsible for developing and crafting the overall vision and strategy for diversity based upon TERC’s stated mission and history of accomplishments to date. Priorities include working with staff to:

* Develop and implement a plan to broaden TERC’s recruitment networks with the goal of increasing the number of staff from underserved communities across the organization.

* Conduct assessments of current policies and practices, and recommend programs and structures that will enable TERC to strengthen and sustain a culture of inclusion and support for members of the TERC community from underserved populations.

* Build on recent efforts; develop TERC’s diversity, equity and inclusion strategy; design initiatives; engage staff in professional development and translate goals into action steps.

* Attend and contribute to diversity and equity outreach efforts, including education conferences; expand partnerships with community-based organizations, universities, funders and research organizations that work with underserved populations; and oversee and enhance TERC’s internship program (TERC Scholars Program), initiated in 2017.

The DEIO will initially work with Principal Investigators to gain insight into TERC's culture and staff, its research and development work and the opportunities and challenges of a grant-based, soft-money organization. The DEIO will team with the Director of Human Resources and the Diversity Council to further develop TERC's recruitment resources and retention plan, and will work with staff on its implementation.

The ability to raise awareness of and garner support for attainment of diversity, equity and inclusion goals is fundamental to the success of this new role at TERC.

***Education, Experience, and Skill Requirements:***

* A Master’s degree and a minimum of four years of successful experience directing or leading diversity, equity and inclusion functions and related outreach efforts in organizations.
* A fundamental understanding of current issues and challenges facing individuals from underserved communities; familiarity with the key processes in recruitment and promotion focusing on individuals from underserved communities; the ability to develop knowledge of, respect for, and skills to engage with people from different cultures and backgrounds.
* Demonstrated experience applying diversity, equity and inclusion theories, principles, and practices.
* Demonstrated experience educating, coaching, and consulting with staff and co-workers on diversity, equity and inclusion issues.
* Abilityto communicate the critical relevance of diversity, equity and inclusion in organizations.
* Ability to function as an organizational change agent seeking increased alignment with stated diversity, equity and inclusion values.
* Ability to establish TERC’s diversity vision and support the attainment of diversity, equity and inclusion strategies as a fundamental component of TERC’s mission.
* Strong organizational skills with the ability to successfully manage multiple projects simultaneously.
* Strong leadership and coordination skills, particularly the ability to engage others by using democratic principles while serving as the key decision maker.
* Ability to establish credibility and confidence with stakeholders.
* Exceptional collaboration and problem-solving skills, and the ability to effectively engage with all personnel within the organization.
* Excellent written and verbal communication and presentation skills.
* Ability to work independently with minimal guidance and/or supervision.

We will consider applicants seeking an80-100% position. The salary range is $90,000 - $105,000, commensurate with experience. Competitive benefits package. Please submit the following via email to [hr\_apply@terc.edu](mailto:hr_apply@terc.edu):

* A resume or curriculum vita;
* Statement of interest; and
* Describe a challenge you encountered in your role as a change agent for diversity, equity and inclusion, how you responded and what you learned (two pages maximum).

Applications are due by 5:00 on Friday May 18th. No phone calls and no recruiter or agency inquiries please.

***TERC is an equal opportunity employer. We place a high priority on developing a staff that reflects the diverse communities we serve. We encourage people from all backgrounds to apply.***