

## Position Summary for the Diversity, Equity, and Inclusion Director

The Diversity, Equity, & Inclusion Director (DEI Director) is a specialist role. The position is new and will work to develop and operationalize initiatives that create an equitable and inclusive municipal culture and advance priorities that create opportunities for building equitable and inclusive practices into the Town's policies, services, and functions. The DEI Director is the principal advisor to the Town Manager on inclusion, access, and equitable policies and practices.

The role will lead the Town's DEI plan, including the ongoing development and delivery of goals and objectives relating to DEI initiatives that promote equity, inclusion, and access within the Town's workforce and with associated committees and boards. The position will participate in diversity matters and policy reviews, collaborate with Town department heads, and serve as the Town's liaison to the community.

## Role Requirements

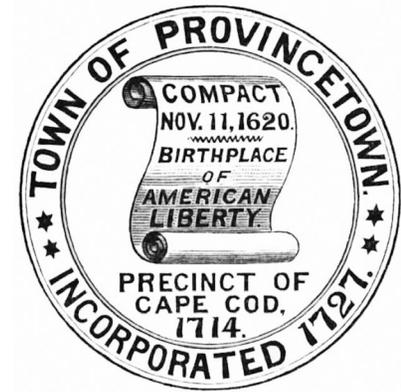
Because the role of the Diversity, Equity and Inclusion Office is new to the Town, the initial focus will be to develop a DEI strategy. Identifying the "why" will help to define the "how". It will also require building a shared understanding of what DEI is and how it will operate in Provincetown.

**Cultural Competence:** Provincetown's DEI Director must recognize that individuals have multiple and intersecting identities. Differing life experiences and varying perspectives are defined by any one of these. The DEI Director must be sensitive to the needs of all Provincetown citizens.

**Equity Audits:** Decisions made at all levels have profound impacts on policy, service delivery, civic engagement, and the community in general. The ideal candidate must integrate the knowledge of employment and labor law, social justice, inclusion, oppression, privilege, and power in the practice. The DEI Director must then be able to use that knowledge to re-examine current policies and practices to determine if *one size fits all* are ok and assess where changes are needed.

**Data Analysis:** To effectively diagnose equity and inclusion, the DEI Director must research, analyze, and interpret data and use the data to tell a story and solve problems. Recommended changes must be data-driven, and the ability to do this is essential. When change is required, the DEI Director will also need to identify metrics to evaluate outcomes and progress to ensure accountability and transparency.

**Change Management:** DEI issues are a change management process. Change occurs only when all the stakeholders embody the necessary change. The ideal candidate must be able to facilitate the change process through completion.



## EMPLOYMENT OPPORTUNITY

### Diversity, Equity, & Inclusion Director

Provincetown, Massachusetts

[www.provincetown-ma.gov](http://www.provincetown-ma.gov)

To apply send resume or inquire in confidence to:

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## Town Government

Provincetown is governed by an elected five-member Select Board and Open Town Meeting. The Select Board appoints the Town Manager to manage the Town. The Select Board establishes policies in collaboration with other Town committees, commissions, and boards.

Equity and inclusion focus on fairness and justice for many municipalities, primarily civil and legal rights. The powers, functions, and duties of any town are subject to the control of its elected offices. They can legally exercise such powers expressly granted to them by statute. As a result, DEI will primarily authorize fair, impartial, equitable, and inclusive public policy affecting its citizens through its services and functions.



## Provincetown

Incorporated in 1727, the Town of Provincetown was founded in 1620 on the farthest reaches of Cape Cod. It is located 115 miles (45 by air or sea) from Boston, 121 miles from Providence, and 300 miles from NYC. Although primarily a residential community, Provincetown hosts business, retail dining, entertainment venues, and a vibrant marine economy. In addition, Provincetown's public school is an International Baccalaureate World School.

Provincetown is an international and national destination for vacationers and tourists. It prides itself on its welcoming nature and is extremely popular with the LGBTQ community.

Theatre, the arts, ocean recreation, an active celebratory summer activity calendar help define a big picture in-season community culture.

Annual economic activity is estimated to exceed half a billion dollars. Visitors access the Town via highway, municipal airport, or high-speed ferry.

Its population in season is well over 60,000 dwarfing its permanent population of 3,364. Almost 75% of the Town's 17.5 square miles lies inside the Cape Cod National Seashore. Visitors access the Town via highway, municipal airport, or high-speed ferry.

## Experience and Education

Provincetown's first DEI Director must develop the office from its inauguration. This process will require practical relationship management experience and robust inquiry and diagnostic capabilities.

**Education:** A bachelor's degree, or knowledge-equivalent to a bachelor's degree, emphasizing public administration, human resources management, organization development, personnel and employee relations, consulting, or reporting and analysis are preferred.

**Experience:** Four or more years of related experience or any equivalent combination of education, training, and experience that provides the required knowledge, skills, and abilities to perform the required duties of the position.

**Total Compensation:** Salary range is \$75,000 to \$95,000 +/- DOQ with starting pay based on demonstrated qualifications and experience. In addition to salary, a very generous benefits package is offered to all full time Provincetown employees.