

Position: Michigan Racial Equity Network Project Manager*

Reports to: Director of Programs

General Overview: The Michigan Racial Equity Network Project Manager is responsible for connecting with community groups addressing structural racism and helping to organize other community efforts, while developing a network of entities in the state working with a racial equity lens. The ability to be self-motivated, work collaboratively with key stakeholder groups and servant lead community groups is important. Strong human relations, administrative, communication and facilitation skills are a must. The Michigan Roundtable communications staff/consultants and program team will provide support to the new staff person from their rich range of experience/expertise.

Responsible for the overall creation and management of a network of entities addressing issues of inequality through a lens of structural racism, with primary duties include

1. Identifying and developing relationship with existing community groups addressing a lack of inclusion and inequality
2. Organizing citizens for community change in areas where there is little to no activity
3. Involving myriad stakeholder groups in this organizing and community change
4. Functionally linking all groups through range of communication
5. Conference planning
6. Small Grant administration
7. Evaluation

Additional responsibilities include developing the following with active support from Roundtable staff:

1. Common dictionary of terms associated with structural racism
2. Best practices for community work for inclusion and racial equity:
3. Standards for diversity consultants.
4. Good data from local communities and examination of this data from a racial equity lens

Qualifications: The ideal candidate will have experience organizing citizens to address issues of inclusion and racial equity. Experience will also include work with the full range of community stakeholders: law enforcement, government, education, business, health care, faith, arts & humanities and non-profit organizations. Candidate must also be knowledgeable of theories of change, models of community transformation and the myriad forms of racism. Additionally, conference planning, evaluation and small grants administration would be helpful.

*This will be a grant-funded, full-time position with compensation commensurate with experience and education. Letters of interest and resume should be sent to Steve Spreitzer, Director of Programs, Michigan Roundtable for Diversity, 3031 W. Grand Blvd., Suite 525, Detroit, MI 48202 or sspreitzer@miroundtable.org and should be received by Jan. 26, 2012

The Michigan Roundtable is a seventy year-old organization which brings best practices from the greater US and the world to the state. The Michigan Roundtable is a learning organization, with staff participating on an ongoing basis with national networks and conferences. The organization has connections to leading national experts in structural racism including the Kirwan Institute and Applied Research Center, as well as international organizations such as the International Center for Transitional Justice.

