

**Denver Museum of Nature & Science
Job Description**

Date: 12/15/2009	
Position Title: Inclusiveness Coordinator	Exempt Position
Reports To: Director of Human Resources	
Funding: .75 FTE	Fully Benefitted

<p>Responsibility Statement: Provide project coordination and support for the Museum’s strategic Inclusiveness Initiative while helping to ensure all projects are well integrated with other Museum programs and operations.</p>
<p>Essential Functions :</p> <p>Inclusiveness Project Execution</p> <ul style="list-style-type: none"> • Support and coordinate Inclusiveness Initiative projects including, but not limited to, those set forth in the Inclusiveness Blueprint 2010 Action Plan. • Work with the Inclusiveness Committee to ensure that all projects are well integrated with other Museum programs and operations. <p>Institutional Inclusiveness Resource</p> <ul style="list-style-type: none"> • Assist in the development and monitoring of processes and procedures to ensure Inclusivity is a priority. • Act as a resource for staff and volunteers when their work pertains to inclusivity and diversity issues. • Assist teams in prioritizing organizational needs and assessing viability of inclusiveness projects. <p>Community Liaison</p> <ul style="list-style-type: none"> • Act as a liaison between the Museum and various community groups to establish relationships between the community groups and Museum departments. • Work with the Development division to identify potential donors for inclusiveness project.
<p>Other Functions</p> <ul style="list-style-type: none"> • As assigned by direct supervisor or the Inclusiveness Committee.
<p>Experience/Education</p> <ul style="list-style-type: none"> • Minimum of two years project management experience • Minimum of two years experience in working with diverse communities • Bachelors degree • Deep knowledge of history and understanding of dynamics of race/ethnicity, sex/gender, sexual orientation, disability, age, and economic class in the United States
<p>Knowledge, Skills, Abilities Advanced: MS business software, database skills, strong organizational, writing, and communication skills, Spanish language skills a plus.</p>

Solid: Ability to work cooperatively, effectively, and diplomatically in a team; ability to successfully work on many projects simultaneously; ability to work independently with clear priorities; initiative and problem-solving ability; ability to remain poised under pressure.

Basic: Ability to adhere to budget.

Supervisory: None

Equipment

- General office equipment

Physical Working Conditions

- General office environment

Physical Effort Required