

AMERICAN FILM INSTITUTE

JOB DESCRIPTION

POSITION: Manager, Diversity, Equity and Inclusion
DEPARTMENT: Human Resources
LOCATION: Los Angeles Campus
COVID-19 PROTOCOL: AFI required full vaccination against COVID-19 for all employees, subject to limited, legally required exceptions. Proof of vaccination, or documentation supporting an exception to this policy, will be required prior to employment

PRINCIPAL RESPONSIBILITIES:

The Manager, Diversity, Equity and Inclusion (DEI) will oversee logistical and programmatic support for DE&I at AFI; this includes all employee engagement initiatives and learning and development programs. Additionally, The Manager, DE&I will support AFI's Title IX team as the Deputy Title IX Coordinator for Faculty and Staff.

PRINCIPAL DUTIES:

- In collaboration with the Director, People and Culture, create and maintain a five-year strategic plan for Diversity, Equity, and Inclusion at AFI.
- With support from the Director, People and Culture, design, implement and maintain regular programming that fosters ongoing understanding of challenges faced by historically marginalized communities.
- Oversee goals, policies, training, tools, change strategies, evaluation, and accountability structures that best promote DE&I at AFI.
- Act as a liaison across the organization to facilitate the exchange of key information and assist the Director, People and Culture with the administration of company-wide policies, procedures, and processes.
- Partner with the People team to enrich recruitment, retention, and employee development strategies, including training, performance and professional development solutions for managers and employees.
- Collaborate with the AFI Conservatory on projects and programs designed to continue and expand diverse recruitment and to increase inclusion of members of underrepresented or marginalized communities within AFI.
- Manage employee engagement events, workshops, panels, etc. throughout the year.
- Communicate internal and external diversity and engagement initiatives, events, and progress.
- Work with the Title IX Coordinator to ensure institutional compliance with Title IX, SB 493, VAWA and related federal and state laws.
- Remain current on DEI programs, research, and developments.
- Assist the Director, Campus Operations and COVID Compliance Officer with AFI safety processes and procedures.
- Assist the People team with recruitment, including but not limited to interviewing, reference checks and editing job descriptions, as needed.
- Perform other duties and responsibilities as assigned.

EXPERIENCE/SKILLS REQUIRED:

- Bachelor's degree required.
- Experience leading diversity & inclusion initiatives.
- Experience with Title IX; prior experience as a Deputy Title IX Coordinator a plus.
- Minimum two years Human Resources, DE&I and/or Title IX experience, preferably in the employee engagement, employee relations, learning and development, project management, and/or event coordination.
- Knowledge and understanding of issues surrounding access, equity, diversity, inclusion, implicit bias, and institutional racism, particularly in a higher education context; ability and experience developing, communicating, and implementing strategies to identify and define complex equity and inclusion issues.
- Past success facilitating and leading challenging conversations including employee events and/or trainings. Experience evaluating success/shortcomings of such trainings a plus.
- Proven project management skills with the ability to take a project from conception through completion.
- Exceptionally detail-oriented with the proven ability to handle numerous tasks with appropriate follow-up and reporting activities while not losing sight of the big picture.
- Ability to work independently while being an integral member of a high-functioning team.
- Strong time management, organizational and multi-tasking skills coupled with the ability to work independently and with minimal supervision.
- Strong diplomacy skills and professionalism are mandatory; this includes the ability to maintain complete confidentiality and discretion.
- Excellent computer skills with expertise in Word, Excel and databases in a Macintosh environment.
- Ability to negotiate challenging situations and personalities in a professional manner.
- Possess a positive and professional attitude with the ability to work as a member of a high-energy, results oriented team.
- Ability to work calmly under pressure.
- Personal integrity with the ability to inspire confidence and trust.
- Capacity to thrive in the exciting, ambitious, future-oriented environment of a world-class institution and to respond effectively to changing needs and priorities.