

AMERICAN FILM INSTITUTE

JOB DESCRIPTION

POSITION: Manager, Equity and Access
DEPARTMENT: Chief Resource Office
LOCATION: Los Angeles Campus

COVID-19 PROTOCOL: AFI requires 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

The American Film Institute is a nonprofit organization with a mandate to champion the moving image as an art form. Established in 1967, AFI launched the first comprehensive history of American film and sparked the movement for film preservation in the United States. In 1969, AFI opened the doors of the AFI Conservatory, a graduate-level program to train narrative filmmakers.

PRINCIPAL RESPONSIBILITIES:

Reporting to the Chief Resource Officer, this role will design, deliver, and scale innovative diversity, equity, and inclusion initiatives across the organization. As a subject matter expert, you will partner with senior leaders to identify and prioritize DEI learning needs among key audiences and design engaging, high-impact learning programs that address these needs. In addition, the Manager of Equity and Access serves as the Title IX Coordinator and Equal Employment Opportunity (EEO) Coordinator and is responsible for ensuring compliance with relevant federal and state obligations, as well as investigating reports of discrimination, harassment, and retaliation when required.

PRINCIPAL DUTIES:

- Support the Chief Resource Officer (CRO) in drafting DEI Roadmap and quarterly objectives and key results (OKRs).
- Partner with senior leadership to identify and prioritize DEI learning needs among employees, managers, faculty, and students.
- Plan and launch DEI learning initiatives, with responsibility for stakeholder alignment, program development, content creation, internal communication, and metrics to measure outcomes as needed.
- Facilitate DEI workshops and trainings as an expert facilitator.
- Create learning opportunities and forums for open dialogue and courageous conversations regarding DEI topics.
- Develop and socialize DEI learning resources and toolkits, such as Inclusive Hiring Guide and Inclusive Language Guide.
- Develop and own progress indicators for DEI learning initiatives, share regular updates with the CRO and other stakeholders, and make recommendations to improve impact.

- Partner with cross-functional leaders to evaluate initiatives to ensure that DEI has been considered, including but not limited to people policies, practices, procedures, and internal communications.
 - Receive, process, and oversee all allegations and complaints of Title IX and EEO violations, as well as allegations of discrimination, harassment, and retaliation (“DHR”).
 - Coordinate with decision-makers on outcomes, remedial actions, and grievance appeals procedures.
 - Coordinate and implement Title IX, EEO and DHR incident remedial measures as necessary.
 - Oversee Title IX, EEO, and DHR investigations and coordinate with campus departments and external entities as appropriate.
 - Prepare and disseminate educational materials.
- Other duties and responsibilities as assigned.

EXPERIENCE/SKILLS REQUIRED:

- Bachelor’s degree required.
- 3+ years of experience working in DEI or learning and development with proven experience building and implementing successful employee programs.
- Excellent written, verbal, and presentation skills. Comfort facilitating employee trainings and workshops, or eagerness to learn.
- Track record of working cross-functionally across the organization to oversee and manage projects to complete.
- Strong project management skills to handle complex projects simultaneously.
- Ability to demonstrate awareness and understanding of multiple facets of diversity with a focus on intersectionality: cultural, ethnic, racial, religious, gender, educational, age, sexual orientation, linguistic, professional, and other differences that make us unique.
- Knowledge of Title IX, VAWA, Title VI and Title VII of the Civil Rights Act of 1964, FERPA, Affirmative Action, Equal Employment Opportunity law, the Americans with Disability Act, and other applicable state and federal laws which prohibit discrimination, harassment, sexual misconduct, stalking, and retaliation.
- Knowledge of Title IX & EEO trends, legal obligations, and initiatives nationally and locally.
- Experience with conducting investigations, including interview methods and techniques.
- Research methods and data analysis techniques.
- Skilled in organization, synthesis, and analysis of varied and complex information and problems.
- Professionalism in dealing with sensitive and highly confidential issues and the ability to remain an objective, neutral party.
- Ability to:
 - Listen, identify, elicit, and distill essential information needed to assess and resolve problems and issues.
 - Guide, advise, support education and training on Title IX and VAWA for a broad campus audience.

- Tolerate a high degree of ambiguity. ○ Use appropriate judgement when making decisions and recommendations. ○ Manage multiple priorities, include complex caseload of reports and complaints.
- Work with upset and emotional individuals in a compassionate, professional, and courteous manner.
- Communicate and maintain effective interpersonal working relationships within a diverse organization with varied educational, socioeconomic, cultural, ability, racial, and ethnic backgrounds.

The Manager Equity and Access performs all duties and responsibilities under the guidance and supervision of the Chief Resource Officer.

Salary Range - \$73K - \$78K