



CEI Fellows Job Description

WHO WE ARE

CEI is a diversity, equity and inclusion (DEI) focused consultancy located in Portland Oregon. Our primary focus is to guide clients through a transformational process that both personalizes and strategically operationalizes DEI, with a focus on race, throughout an organization. Our ability to cultivate internal capacity and leave clients with new understanding, tools and skills is why hundreds of clients across an array of sectors have chosen to work with us.

CEI's client facing work is performed most often by a two person interracial/interethnic facilitation team. Facilitators provide training, facilitation, coaching and consultation to multiple teams and individuals within any single organization all working together towards long-term organizational transformation.

At CEI we prioritize excellence in our work and care for our staff. We are a team of 15 individuals, all eager to inspire change and create work cultures where people thrive. Whether we are working virtually or in person we look forward to welcoming new ideas, perspectives and growing our community!

THE FELLOWSHIP POSITION

The CEI Fellowship is a program for BIPOC (Black, Indigenous, People of Color) committed to leading for equity - with backgrounds in human/social services, organizational development or related fields - who bring their cultural backgrounds, identities and lived experiences into their workplace. The fellowship position is intended to grow the pool of leaders in the DEI field across a range of settings. During the 24-month program each CEI Fellow will engage in facilitated learning, growing, networking and professional development opportunities individually and as members of a group. In addition, on a daily basis, fellows will work in a project coordination capacity as part of one of four CEI teams focused on advancing DEI within several client organizations. At the conclusion of the fellowship, participants will solidly understand how DEI transformation takes place and will receive support in finding placement outside of CEI that utilize their skills and align with their interests.

FELLOWSHIP OPPORTUNITIES

The Fellows program will provide each fellow with an array of growth opportunities.

- Attendance in the small facilitation team's (your central team's) client sessions to learn about and witness the organizational change process.
- Participation in numerous internal CEI learning communities that include but are not limited to:
 - Small facilitation team (your central team) which plans, works with clients and reflects upon learning on a regular basis
 - CEI Facilitation Group comprised of full time CEI facilitators which meets weekly to engage as a learning community, share and reflect on our practices, and provide input on curriculum - both content and delivery
 - CEI Racial Affinity groups
 - CEI Fellows Cohort to build connection and community among peers, look at best practices, help shape the fellowship experience, engage in ongoing DEI learning and collaborate together on projects
 - All staff sessions
- Involvement in several structured opportunities to pursue and explore personal strengths, passions and curiosity through:
 - Weekly/Monthly supervision with your facilitation team and CEI leaders
 - CEI Facilitator Intensive Cohort that includes individuals from across the country invested in leading DEI efforts within their personal and professional environments. The CEI Equity Facilitation Intensive occurs over the course of six months and is an opportunity to foster personal growth and develop the facilitation skill-set needed to lead complex, and often challenging conversations, trainings or coaching sessions
 - Creation of professional DEI portfolio that captures and advances your personal DEI learning
 - Support identifying personal/professional goals.
 - Connection to groups, teams, projects and organizations that align with your goals both during and following your fellowship

FELLOWSHIP DUTIES AND RESPONSIBILITIES

CEI's work with clients is complex. Ongoing administrative and project management support from fellows is essential to ensuring partnerships with clients are successful. In this capacity, Fellows will:

- Develop cordial and strong working relationships with each client's key stakeholders.
- Relay critical information between the CEI team and the client in a timely manner to ensure CEI can be responsive to shifting needs.
- Research client/industry background and history as well as information regarding the way in which equity moves within relevant industry systems. Locate industry examples of microaggressions and DEI success.
- Be the primary point of contact for scheduling, logistics and ongoing client communication.
- Schedule regular internal team check-ins to review work in progress, discuss roadblocks/challenges, and support next steps for each client.
- Identify and develop, where appropriate, new systems for strengthening CEI/client communication and partnerships.
- Draft, edit and/or deliver: meeting notes, various email communications and content decks.
- Provide logistics support for facilitated sessions - technical in nature for remote sessions and space set-up for (eventual) in-person training.
- Ensure on-time entry in CEI's project management software.
- Support the team in tracking the contracted deliverables in a timely manner.
- Attend scheduled sessions.
- Send session reminders and homework assignments.
- Provide additional administrative support to the organization on an as needed basis.
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CORE SKILLS, QUALITIES AND QUALIFICATIONS

We welcome experience that is professional, personal, or volunteer-based in nature that represents an applicant's ability.

- Equivalent of 2+ years of experience performing duties and responsibilities similar to those described in this position.
- Passion for and commitment to racial equity and inclusion work.
- Dedication and stamina for intense and emotional work balanced with reverence for self-care, personal and collective well-being.
- Outstanding written and oral communication skills, interpersonal awareness, openness to different points of view and excellent listening skills. A communication style that reflects clarity, authenticity, transparency and approachability.
- Drawn to details and fine points of communication and research.
- Ability to research, access and apply information to support and enhance DEI learning.
- Capability to notice and name individual and collective dynamics, lean into chaos, and quickly and creatively respond.
- Curiosity about and appetite for identifying and creating or strengthening administrative and organizational systems.
- Strong organizational skills and comfort using Microsoft and Google applications, putting together presentation materials, using Zoom or other virtual learning platforms.
- Ability to work both independently and collaboratively as a member of teams that may be interracial.
- A learning orientation and willingness to participate in ongoing professional and personal development related to DEI.
- **Ability, on a weekly basis (post-COVID), to be physically present and engage with co-workers in CEI's Portland office.**

SALARY AND BENEFITS

Type: Full time: most often Monday - Friday 9-5pm (1.0 FTE) for 2 year term with occasional evening or weekend work

Salary: \$55,000/year (firm)

Benefits: Medical/dental/life insurance, generous vacation, holiday and sick leave benefits, internal professional development opportunities.

APPLICATION PROCESS

To apply for this position, please submit an application that includes a resume and responses to the supplemental questions (in written or video form) to Karen@ceipdx.com no later than 5pm on Monday April 26, 2021. To the best of your ability please send your application as a single file and put your name and CEI FELLOWS in the email subject line.

SUPPLEMENTAL QUESTIONS

Are you able to share with us, if requested, how you have at least two years of experience performing the duties and responsibilities similar to those described in this position? Yes___ No___

Please provide brief responses (in written or video form) to each of the following questions:

- Why are you interested in this fellowship? What do you hope you will learn and experience?
- Please describe how your racial identity has impacted the way you work and live?
- What strengths do you bring to this role as a Fellow?