



Senior Program Manager for Diversity, Equity and Inclusion

Job Description • June 2022

Summary

Are you ready to help schools and purpose driven organizations build more equitable and inclusive environments? Captivate Media + Consulting is a growing team of expert school communicators who use stories to positively impact education. We are the K-12 leader in crafting high-impact professional video, graphic design and motion graphics that communicate complex messages to audiences with clarity, purpose and intent.

We are looking for a Senior Program Manager for Diversity, Equity and Inclusion for a newly created position to support our growing business. We are seeking a candidate who is well versed and passionate about building more equitable learning and work environments. The ideal candidate will be organized, hard-working, creative, passionate, and able to anticipate the dynamic needs of our clients. Experience in leading equity work that cultivates mindsets, attitudes and skills in a school environment with students and staff is highly preferred. This position will be responsible for leading our team of professionals and clients in implementing our flagship student voice model, [The Voices Framework](#), as well as additional student/adult Voices Projects.

Job duties include working with the CEO to sell Voices Projects, working directly with clients on projects from start to finish, dividing up different project aspects, selecting project team members, setting or adjusting project schedules to adhere to deadlines, building out a portfolio of Voices offerings, and other duties as assigned. More important than technical skills, we seek someone with solid values and a strong work ethic who functions well in a collaborative team environment. Our company's core values of integrity, craftsmanship, investment and equity are more than just words on our website. They are the fabric of who we are and guide us in our day to day work.

Position: Senior Program Manager for Diversity, Equity and Inclusion

Reports to: Jake Sturgis, Founder and CEO

Time: Full or Part Time (20-40 hrs/week) hybrid work environment

Salary: Full: \$65,000 - \$75,000 + profit sharing / Part: \$32,500 - \$37,500 + profit sharing

Job Roles & Responsibilities: Senior Program Manager for DEI will direct all aspects of the Voices projects, from communicating with internal staff and clients, to making decisions and monitoring the progress of each project to keep it on schedule. As the project lead grows in role and builds relationships with clients, the lead will also become the main point of contact for assigned clients, building curriculum, improving processes, holding presentations, and growing partnerships.

Primary responsibilities for a Project Lead when directing a project include:

Project Activity Details

- Story Development
 - Schedule kickoff meetings/additional meetings
 - Attend kickoff meetings
 - Create project management documents for clients
 - Assist with building budgets
 - Gather client assets

- Production
 - Pre-production site visits/scouting
 - Help to coordinate the interview calendar
 - Lead Voices video productions
 - Interview students/staff
 - Pre/post production emails to clients

- Post-Production
 - Review videos/leaving feedback
 - Deliver videos

- Maintain High Quality Client Experience
 - Hold mid-project meetings with client
 - Field client questions
 - Send thank you notes

Primary responsibilities for a Project Lead when not leading a project:

- Collaborate with marketing team to help sell/market/grow Voices
- Build out The Voices Framework process and tools
- Create additional Voices offerings to meet client needs
- Identify opportunities to present on this work
- Develop and regularly meet with a network of partners in this work
- Consult with districts to move their equity work forward
- Work with CEO to identify additional team members to support this work as it grows

Skills/Qualifications:

- A hunger for learning
- Genuine passion for providing outstanding service to customers, external partners and colleagues
- A forward thinker that is team oriented with conflict management skills

- Project coordination experience and ability to manage time appropriately
- Detail oriented with the ability to create and implement processes
- Comfortable working with Mac OSX
- Working knowledge of Microsoft and Google applications, including Word, Excel, and PowerPoint and Gmail, Calendar, Google Drive and Google Docs
- Knowledge and experience in using social media, email marketing, project management tools, and a CRM system
- Able to deliver action items and complete task against multiple projects and deadlines
- Follow-up and follow-through skills with the ability to ask questions for clarification
- Ability to anticipate needs, problem solve and work effectively when parameters are not well defined
- Strong written and verbal communications for internal and external customers
- Demonstrated ability to think ahead, take initiative and anticipate needs
- Experience working on a diverse team with different communication styles
- Engaged, professional with positive attitude; constantly contributing to Captivate Media + Consulting's success – “no task is too big or too small” approach

Requirements

- Must be comfortable working with multiple projects on competing deadlines
- Must be technically savvy with strong interpersonal skills
- Must be able to pass a background check
- Must be dependable, reliable, punctual, and work well with others with little supervision

To apply for this position, please send an email with a cover letter and resume to jake@captivatemedi.us by June 27, 2022.