

Adirondack North Country Association

Administrative Head – Adirondack Diversity Initiative

ANCA is an equal opportunity employer and welcomes candidates from diverse backgrounds. ANCA encourages applications from persons who identify as Black, Indigenous, and People of Color, as well as other underserved and underrepresented communities.

About ANCA The Adirondack North Country Association is an independent, nonprofit corporation with a transformational approach to building prosperity across northern New York. Our work focuses on four key areas that keep wealth local and build prosperity: regional food systems, energy, entrepreneurial economies, and the Adirondack Diversity Initiative. We are committed to and include the principles of diversity, equity, and inclusion in all aspects of our work. ANCA is supported by a combination of public and private funding. Please see www.adirondack.org for more information. For more information go to www.adirondack.org.

The Adirondack Diversity Initiative (ADI) was formed in 2015 with input from a broad swath of residents, activists, educators, and community leaders, who collectively gave the organizers two guiding imperatives:

- The Adirondack region should be welcoming to and inclusive of everyone.
- The Adirondack region should be relevant to and supported by an increasingly diverse New York State and national population

ADI has created and implemented several programs and initiatives designed around these imperatives. For more information go to www.diversityadk.org.

Purpose of the Position

ADI seeks a proactive, creative, collaborative, and highly skilled individual to work as the ADI Administrative Head. The responsibilities of the Administrative Head include program management of ADI initiatives; event planning, execution and evaluation of specific ADI events; and serving as the ADI representative at various local and regional DEI-focused events and meetings

Duties & Responsibilities

The ADI Administrative Head oversees the day-to-day programmatic operations of ADI including planning, executing and evaluating ADI programs, activities and events. Specific duties include:

- Plan and organize on-site programs and activities with organizational partners
- Develop and implement program evaluations
- Write program reports for various funding organizations and others
- Assist in developing program budgets
- Help plan ADI symposium
- Serve as on the ground support for events

The ADI Administrative Head seeks out and fosters relationships with local and regional partners to collaborate on and to support DEIB-related issues and initiatives

- Meet with stakeholders and partners
- Provide in person meeting and training support for our partner events

The ADI Administrative Head represents ADI at events and activities in the absence of the ADI Director.

Desired Qualifications & Skills

- Bachelor's degree or equivalent experience plus a minimum of three years experience in a senior level administrative position
- Three years experience with Diversity, Equity, Inclusion and Belonging
- Cultural competence skills are desirable
- Grants experience preferred
- A high level of responsibility and initiative
- Able to work effectively both independently and as a team member
- Excellent oral and written presentation skills
- Strong work ethic
- Solid interpersonal, customer service, and teamwork/collaboration skills and the ability to work well in a diverse community
- Excellent computer skills
- Ability to manage conflicting demands and changing priorities

ANCA staff are highly motivated and highly dedicated individuals who collaborate with and through one another. We have a lot of flexibility and work-life balance but that is because we are dependable, team players who manage our time effectively and get things done despite having many and often conflicting deadlines and priorities. We work in a hybrid environment (remote and in-office) demanding that we work extra hard to communicate and focus. We are committed to Diversity, Equity and Inclusion. Successful candidates will have demonstrated abilities to thrive in this type of work culture.

Reporting: The ADI Administrative Head will report to ANCA's ADI Program Director and will

work collaboratively with the ADI Deputy Director, the ADI Core Team and ANCA staff.

Work Location: The successful candidate will work out of ANCA's main office in Saranac Lake, NY. The ability to reliably and regularly commute to Saranac Lake on a regular basis is required.

Travel: Successful candidates will have the ability to meet travel requirements associated with this position which include occasional in-person commitments, some outside the hours of 9-5, throughout the North Country region.

Benefits & Hourly Rate: The salary range for this position is \$51,000-\$55,000 per year dependent upon skills and experience, payable semi-monthly. Hours are reported using the Paychex web or phone platform. Benefits include medical, dental and vision coverage, a retirement plan, as well as vacation, sick and personal time according to ANCA's personnel policy.

Employment: This is a full-time position (40 hours/week).

EOE/ Diversity Statement: ANCA is an equal opportunity employer and welcomes candidates from diverse backgrounds. ANCA encourages applications from persons who identify as Black, Indigenous, and People of Color, as well as other marginalized communities

How to Apply: Please send a cover letter and resume to: hr@adirondack.org. No phone calls, please. Please submit applications by March 22, 2024. ANCA's office is at 67 Main Street, Suite 201, Saranac Lake, NY. Learn more at www.adirondack.org.