



JOB DESCRIPTION

Assistant Director - Equity and Organizational Development (Exempt)

Reports To: Director of Public Affairs and Organizational Development

Salary Range: Level 45
\$85,608 -- \$111,291 -- \$136,973

Job Summary:

This management position is responsible for providing operational and administrative support to the Public Affairs and Organizational Development (PAOD) department. The Assistant Director will work with the Chief Equity and Community Engagement Officer, and Director of Public Affairs and Organizational Development in identifying, coordinating, and supporting efforts that serve to strengthen the capacity of the department. This position will supervise the activities of assigned department staff.

This position is also responsible for overseeing training and capacity building for the Broward Training Collaborative, as well as training initiatives coming out of the Broward Strategic Plan. This position will plan, develop, implement, coordinate and monitor activities related to Children's Services Council of Broward County's (CSC) external trainings, board trainings, leadership trainings and capacity building grants, as well as provide technical assistance. Additionally, the Assistant Director will document all activities and will prepare summarized written reports detailing the results of organizational development activities and outcomes, as well as coordinate and collaborate with various organizations related to capacity building initiatives.

Major Duties and Responsibilities:

Plan, develop, implement, coordinate, monitor and manage activities related to training and technical assistance including, but not limited to, needs assessments, curriculum development, trainer/consultant agreements, effectiveness evaluations, and reporting.

Manage the Request for Letters of Qualification (RFQ) process to identify and recruit new trainers and technical assistance consultants.

Collaboratively coordinate the expansion of efforts of the Capacity Building Committee including outreach, regional conversations, agenda preparation, identifying and obtaining speakers, agency readiness assessments, customized technical assistance, and meeting follow-up & minutes.

Assist in the development and monitoring of the training budget for the department together with the Director of PAOD and Capacity Building and Training Managers.

Manage the activities of the Broward Training Collaborative and coordinate all related activities.

Collaboratively work with the Capacity Building and Training Managers to coordinate the CSC's training initiatives with the other participating Children's Services Councils and other child serving agencies here in Broward County and through the Broward Children's Strategic Plan.

Increase the involvement of local colleges and universities in training initiatives for child serving agencies.

Participate in internal organizational development committees, projects and activities.

Collaboratively work with the Research, Analysis and Planning department to develop and implement performance measures for the PAOD department.

Follow federal and state laws, in addition to implementing programs, policies and procedures in accordance with CSC's priorities.

Conduct oneself in a professional manner that is consistent with the best interest of the County's constituents and in support of the CSC's mission statement.

Perform other related duties as assigned.

Experience, Knowledge, Skills and Abilities:

Bachelor's degree in Education, Business, Public Administration, or the Social Sciences; Master's degree preferred. Seven (7) years of experience in human services, education, health services or a related field including at least five (5) years of direct service, supervisory, quality improvement and organizational development experience required.

Ability to work collaboratively with others and the ability to respect and accept cultural, ethnic, religious and other differences of people.

Ability to communicate effectively, both orally and in writing.

Knowledge of training, technical assistance, quality improvement, and organizational development.

Knowledge of current computing technologies and software applications appropriate to the position's job responsibilities.

Must possess valid driver's license and vehicle insurance or have other means to enable travel locally and non-locally, including getting to work and going to other locations during the day for meetings, etc.

Physical Demands & Working Conditions:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

The employee performs work in a normal office setting within a reasonable environment. While performing the duties of this job, the employee may be required to perform local and non-local travel.

New: 10/13

Revised: 12/19, 10/22, 3/23