



**Job Title:** Diversity, Equity and Inclusion Manager  
**Reports to:** Director of Community Partnerships  
**Supervises:** Nature Kids Community Liaisons  
**Job Status:** Full-time  
**Salary:** \$40,000 - \$55,000 inclusive of annual bonus and depending on experience  
**Benefits:** Health and Dental, 403B, Short and Long-term Disability Insurance, Life and AD&D insurance, Generous Paid Time Off (Vacation, Sick Leave and Holidays), Dependent Care Assistance Plan, Health Savings Account

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**Job Purpose:** This is a Spanish/English bilingual required position. The Diversity, Equity and Inclusion Manager is responsible for the implementation of Thorne's Inclusiveness Plan and leads community liaison efforts for the Nature Kids/ Jóvenes de la Naturaleza program. This position will: (1) meaningfully advance Diversity, Equity, and Inclusion (DEI) efforts at Thorne and alongside our community through advancement of Thorne's ambitious DEI plan; and (2) strive to remove the unique barriers Boulder County low-income and Latino youth and their families face to participating in Nature Kids programs.

### **Principal Responsibilities:**

#### Thorne

- Implement and evaluate progress on Thorne's 2022-2025 Inclusiveness Plan
- Organize, create, and provide DEI trainings for Thorne staff and Board
- Reduce barriers to access to Thorne programs for low-income and Latino youth
- Lead efforts to authentically engage parents of Thorne's low-income and Latino program participants
- Maintain relationships with other Latino-serving organizations and Latino leaders and professionals in Boulder County

#### Nature Kids/Jóvenes de la Naturaleza (NKJN)

- Supervise NKJN Lafayette and NKJN Boulder Community Liaisons
- Empower and support the NKJN Promotores, Youth Advisory Board members, and other community leaders in fostering greater ownership of NKJN by the community the program serves
- Lead outreach, recruitment, registration, and database maintenance for NKJN programs
- Lead NKJN marketing efforts including program referrals, newsletters, and outreach events
- Design and implement nature and outdoor recreation themed events for youth and families
- Assist NKJN collaborators with reducing barriers to access to NKJN programs

- Maintain effective collaboration and communication among NKJN collaborators, community partners, and Thorne staff

**Special Requirements:**

- Must be highly proficient in writing skills and conversational skills in English and Spanish.
- Must have a driver's license, a driving record in good standing, and a personal car with insurance and be willing to drive to and from Thorne and NKJN programs (vehicle expenses are reimbursed)
- This position requires the occasional use of the Thorne bus to address transportation barriers. Candidates must be willing to drive the 14-passenger bus. Thorne can provide the training necessary should candidates not have prior experience driving large vehicles.
- Must have a flexible schedule to permit for participation in NKJN programming which may occur in the evening or on weekends

**Desired Skills and Abilities:**

- Culturally competent with strong understanding of the needs and desires of Latino youth and families
- Understanding of Diversity, Equity, and Inclusion best practices
- Passion for nature and the outdoors
- Strong communication skills with adults and children
- Proficient with MS Office suite (Word, Excel, and Outlook) and social media and e-communication platforms
- Good organizational skills and ability to handle multiple tasks and roles, patiently and professionally
- Experience with community engagement

**Job Interrelationships:**

- Thorne Staff and Instructors
- School Staff (teachers, principals, and resource room facilitators)
- NKJN Collaborating and Supporting Organizations Staff and Instructors
- Students and Parents
- Volunteers and Interns
- General Public

**Desired Behavioral Traits and Attitudes:** Collaborative, fun, outgoing, willingness to be vulnerable, organized, creative, resourceful, critical thinker, results-oriented, self-motivated, passionate about Thorne's mission, and environmentally concerned and aware.

**Minimum Qualifications:**

- Must be 18 or older
- Some experience coordinating and/or managing projects
- Background check and fingerprints submitted and cleared by the Colorado Department of Human Services (Thorne coordinates and pays for this)

**Working Conditions:** This role is a hybrid role with some opportunity to occasionally work from home. While this role mainly involves working from a computer, this role does require a physical ability to perform tasks in an outdoor environment in all weather conditions including lifting, standing for long periods, walking on rough terrain, and kneeling. Work takes place in both an office setting and field setting with continuous interruptions and background noises.

**Accommodations:** Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this position.

**The expectation for All Employees:** Support the Thorne mission and exhibit a commitment to working collaboratively, with integrity and respect for fellow employees, associates, and our communities. Embracing personal responsibility and accountability for your job.

**Equitable Recruiting Policy Statement:** Thorne's goal is to increase diversity amongst our staff. We do so by providing equal employment opportunities without regard to race, color, religion, sex, national origin, age, disability, marital status, veteran status, sexual orientation or any other protected characteristic. Thorne works to attract diverse applicants throughout the hiring process by following its Equitable Recruiting Procedure.

**Thorne Mission and History:** Thorne Nature Experience is a non-profit organization committed to building Earth stewardship by providing youth with joyful, hands-on, place-based environmental education experiences that foster an emotional connection to nature. Founded in 1954, Thorne has a rich history and has reached more than 250,000 children and adults through its four programs: Summer Camp, In-School Program, Field Trip Program, and Nature Pre-School.

**How to apply:** Submit interest and information about yourself to [angela@thornenature.org](mailto:angela@thornenature.org). Position open until filled.