



## **We're Hiring! Equity Coordinator** *(20 Hours Per Week)*

Tiny Trees Preschool gives children a quality education and a joyful, nature rich childhood: one full of play, exploration and wonder in outdoor classrooms at Seattle and King County public parks. Tiny Trees is an official partner of Seattle Parks and Recreation; King County Parks and Recreation, Seattle Art Museum, and Burien Parks, Recreation and Cultural Services. Tiny Trees offers multiple financial aid options for families in different circumstances. These programs include the Seattle Preschool Program, Best Starts for Kids and Tiny Trees funded financial assistance.

Tiny Trees is working to becoming an anti-racist organization. To accomplish this, we are creating a new position, the Equity Coordinator, and an Anti Racist Team that includes administrative staff, teachers, and board members.

The Equity Coordinator, in partnership with the Anti-Racism Team, will coordinate work in the areas of training, professional development, holding race-based caucusing, and other activities that will support internal and external commitments to understanding and moving the anti-racist work in all aspects of Tiny Trees' programs and services. As the equity coordinator you will:

- Identify core competencies (skills, knowledge, and attitudes) that will support Tiny Trees staff and educators become continuously more competent and effective in understanding and addressing disparities by race and ethnicity as well as their intersections with class, gender, orientation and other dimensions that affect the well being of our families and the communities we serve.
- Facilitate the development of an anti-racist statement and vision that will promote the Tiny Trees' focus on anti-racism work, making Tiny Trees as an anti-racist organization more visible. This will include creating a Anti-Racist Q&A document.
- Coordinate and support the implementation of an annual plan for staff development and training activities that will allow staff and educators to build competencies in these areas continuously. These will include core training activities and other elements to promote knowledge and skills staff and educators to gain a greater understanding around anti-racism work.
- In partnership with the leadership team or external trainers, help to train the Anti-Racist team to organize and lead full staff trainings, discussions and work sessions centered on anti-racist topics to ensure staff and educators understanding of Tiny Trees' goals, progress, and plans to promote and achieve equity internally as an organization and externally for the families and communities we serve.
- Support the Education Team and the Anti Racism Team to review and revamp the anti-bias curriculum to incorporate anti-racism principles and learning objectives.
- Monitor the benchmarks, milestones, and performance measures by which Tiny Tress will assess progress against established goals of promoting and achieving equity, internally and externally. These benchmarks will build upon the performance measures related to anti-racism work that is emerging from the Tiny Trees' results-based process for establishing annual and three-year goals. Also, the Anti Racism Team may recommend additional methods for gauging progress be used.
- Recommend ways in which implementation of anti-racist practices, leadership and and teaching can be incorporated into Tiny Trees' annual performance review process to ensure that staff and educators has identified anti-racist goals and are measuring their progress.

- Recommend additional goals, activities, and considerations to leadership related to the organizational goals of achieving racial equity

**Skills and Qualifications:**

- Strong understanding of institutional and organizational racism, as well as strategies to dismantling them
- Inter-culturally fluent and able to develop culturally responsive teams and practices.
- Tolerant of uncertainty and change and understand that organizations continue to improve when the people who work there are adaptable, take chances, and learn from their mistakes
- Experience coordinating, leading or implementing equity initiatives
- Demonstrated ability to facilitate challenging conversations about race and equity with educators
- Experience mentoring, training, coaching or consulting with adults in the context of educational equity and social justice

**We are building a team that is:**

- Intentional and reflective in your work with children and adults.
- Looking to grow professionally through mentorship and teamwork.
- Dedicated to expanding access to early learning, child-directed and play-based learning, and the outdoors.
- Familiar with anti-racism and anti-bias teaching.
- Engaging and able to communicate effectively with students, families, and peers.
- Open and eager to learn, grow, adapt, and be flexible as a part of a learning organization.
- Realistic, able to assess situations and be solutions-oriented, and have difficult conversations when needed.
- Engaging and easily able to communicate with teachers.
- Adept at building culture. You help others shine.

**Job Title: *Equity Coordinator***

- Reports to the Partnerships Manager
- Weekly hours: Typically Monday through Friday, 20 hours per week.
- Location: Temporarily remote, with regular classroom visits and in person meetings when COVID-19 restrictions are lifted

**Salary:** This is a non-exempt, hourly position. Pay range is \$20-24 an hour depending on experience.

**Benefits:** The following benefits are split between bi-weekly pay periods and prorated for part time staff (under 35 hours/week):

- Health insurance: employer provided Gold level health care plan from Kaiser Permanente.
- Retirement benefit: 3.75% annual salary contribution starting after 1 year of employment.
- Discounts on outdoor clothing.
- Approximately 55 hours paid time off (PTO) plus federal holidays and 5 school closure days for 10 month school year; additional PTO accrual dependent on summer schedule.
- Employee Assistance Program (EAP) for assistance with issues that interfere with your health, well-being, and productivity at home or at work.

**Apply:** Please submit a single document that includes a cover letter, resume, and contact information for three references at [tinytrees.org/about/careers](https://tinytrees.org/about/careers). This position requires successful reference and background checks. Tiny Trees Preschool is an equal opportunity employer. Candidates who add to our diverse community are encouraged to apply. Address cover letters to Khavin Debbs, Partnerships Manager.

**Commitment to Equity**

Tiny Trees Preschool is working to become an anti-racist organization. We welcome all children, all families and all staff members and work every day to create an emotionally and physically safe space for every child, family member, and staff member, while challenging our community to think critically about bias and systemic oppression. Tiny Trees believes that having a community of individuals with diverse backgrounds enhances our ability to advance our purpose and creates a vibrant environment where all members of the Tiny Trees community thrive. Tiny Trees is an equal opportunity employer and does not discriminate on the basis of sex, gender identity, sexual orientation, religion, race, color, physical or developmental ability or ethnic origin in the hiring of its personnel.