

American Canoe Association

Job Posting for Diversity Equity & Inclusion Coordinator

About the American Canoe Association (ACA)

The American Canoe Association was founded in 1880 and is a national 501(c)(3) nonprofit organization that serves the broader paddling public by providing educational programs, supporting stewardship initiatives that affect paddlers, and offering competition opportunities to athletes of all abilities. Since 2017, the ACA has served as the National Governing Body (NGB) for canoe, kayak and paracanoe for the United States Olympic & Paralympic Committee.

We have over 15,000 members, and 300 paddling clubs and affiliated organizations. Our education program has an estimated reach of over 800,000 people per year, and we provide insurance to hundreds of events and races every year. ACA's paddling programs reach people in all 50 states, and 35 countries worldwide.

The ACA has a small core of paid office staff, and we rely heavily on our passionate and generous volunteers who implement our instructional and community programming.

Our Diversity Equity and Inclusion Statement

The ACA is committed to an environment in which participants, members and guests, as well as the organizations they represent, feel welcome at all times and are treated with respect and dignity.

We believe that all people are entitled to enjoy all aspects of paddling. Therefore, we expect that relationships among all who are involved in ACA sanctioned events and structures as leaders, committee participants, instructors and coaches, students, and competitors are free of harassment, discrimination, or diminution of individuals for simply who they are, their values and their customs. The ACA seeks to be a community that recognizes that we each have something valuable to contribute.

We believe that the homogenous profile of the paddlesports community results from a community-wide failure to actively work to overcome the historic, socially imposed barriers to participation. As the New England Council coined in the 1960s, "a rising tide lifts all boats," if we can increase access and opportunities for the most disenfranchised communities, then there will only be positive outcomes and opportunities for others. To fully accomplish this mission, we strive to make our commitment to diversity, equity, and inclusivity (DEI) fundamental to our organization in our programs, staff, board leaders, and organizational partners.

About the Position

This is a new part-time position to help the ACA put the above DEI statement into action. Our DEI Board Committee has started the process, and we recognize that having an in-house experienced coordinator dedicated to this work is essential to our commitment to cultivate an

organization and programming that is welcoming to all who want to participate in and experience the joy of paddling.

Key Responsibilities

The DEI Coordinator will participate in the development of the DEI strategic plan in collaboration with the DEI Board Committee and facilitate its implementation throughout the organization.

This includes providing support, expert knowledge, and information to the board, instructors, coaches, clubs, state directors, committees, staff and members on equity, inclusion and diversity best practices for both the inner workings of the organization and the delivery of programs.

It also includes project management for DEI projects and programs, including maintaining financial records and providing financial reports to the DEI Board Committee on a regular basis, as well as identifying and pursuing funding opportunities for DEI initiatives.

The DEI Coordinator will identify and leverage DEI allies within ACA membership and outside the organization who can help support the organization in putting the DEI strategic plan into action.

The DEI Coordinator will be expected to communicate progress to the Executive Director and the DEI Board Committee on a regular basis.

The Ideal Candidate

The ideal DEI Coordinator is self-driven, creative, motivated to take on new opportunities, organized, and excellent at time management. They are passionate about and experienced in DEI work and have a connection to the paddling community.

The ACA is looking for someone who has excellent communication skills, both verbal and written, who:

- Can design and create materials that tell compelling stories.
- Enjoys networking and making new connections as part of outreach.
- Feels confident discussing issues related to race, inequality and injustice with members, partners and the media.
- Listens for understanding, collaborates effectively, and is solution oriented in the face of challenge.

The candidate must be comfortable working with Microsoft Office including Word, Excel, PowerPoint, and social media platforms.

Compensation:

- This position is part time (25 to 32 hours per week).
- Salary: to be based on an hourly rate between \$23 to \$25 per hour.
- Availability of benefits: depends on desired hours, but health insurance is available if position involves more than 30 hours per week.
- Vacation and paid leave: paid time off of 19 days to be pro-rated based on hours.

Additional Information:

- Employee may work remotely from anywhere in the United States but must be willing to spend at least 2 weeks per year (not consecutively) in the ACA office located in Fredericksburg, Virginia
- Candidates must:
 - Agree to a Background Check and drug screening
 - Agree to complete U.S. Center for SafeSport training within 30 days of hire date
 - Be able to manage all personal care and mobility independently
- Start date is negotiable
- Cover letter and resume are required