



## **Position Description**

### **GOMA Diversity, Equity, and Inclusion (DEI) Fellowship**

The Gulf of Mexico Alliance (GOMA), a non-profit organization, is a partnership of the five Gulf States that supports a broad network of federal agencies, academic organizations, businesses, and other non-profits in the Gulf Coast region. The mission of the Gulf of Mexico Alliance is to enhance the environmental and economic health of the Gulf of Mexico through increased regional collaboration. We do this through a variety of teams, committees, and working groups. Primarily, priority issues are addressed as part of the six Priority Issue Teams. (<http://www.gulfofmexicoalliance.org/>)

#### General Job Description:

GOMA is seeking an outgoing and detail-oriented candidate for a one-year Diversity, Equity, and Inclusion (DEI) fellowship position (12-month, fixed term position). The DEI Fellow will work directly with headquarters staff and GOMA Priority Issue Teams to enhance GOMA's diversity, equity, and inclusion efforts and develop specific DEI-related products and programming.

The DEI Fellow will engage extensively with GOMA's partner network across the Gulf states, building a network of contacts from coastal resource management, environmental education, and community resilience organizations across the region.

The DEI Fellow reports to the GOMA Program Director but works closely with the Program Managers.

#### *Duties & Responsibilities:*

1. Provide capacity and support to GOMA headquarters staff and Priority Issue Teams in enhancing DEI practices aligned with GOMA's mission.
  - a. Identify barriers to participation by underrepresented and underserved groups in GOMA Priority Issue Teams and activities.
  - b. Review current practices and make recommendations for additional methods to increase diversity in GOMA Priority Issue Teams and activities.
  - c. Build new and strengthen existing partnerships with organizations that support underrepresented and underserved populations.
2. Work with GOMA headquarters and Priority Issue Teams to develop targeted DEI activities and products.
  - a. Develop a guidebook for identifying, engaging, and supporting underserved and underrepresented populations in coordination with the Education and Engagement Priority Issue Team.
  - b. Coordinate with other GOMA Priority Issue Teams to identify and promote DEI interests and needs.
3. Work with GOMA headquarters and partner organizations to develop the framework for a DEI internship program.



- a. Coordinate with Gulf state agencies to outline internship placement criteria.
  - b. Identify and document best practices for the internship recruitment process.
  - c. Explore opportunities and develop relationships between GOMA and historically black colleges and universities/minority serving institutions.
4. Work with GOMA headquarters staff and Priority Issue Teams to provide capacity for activities that support GOMA's mission and actions in the current *Governors' Action Plan*; GOMA meetings and workshops; and GOMA communications (newsletter, social media).

*Qualifications, Knowledge, and Skills Required:*

1. Graduate level degree or equivalent experience in environmental policy, human dimensions, education, communications, social science, natural resources, or related discipline
2. Strong interest in creating and implementing new initiatives
3. Cultural sensitivity and a strong ability to work with diverse stakeholders
4. Excellent interpersonal, coordination, and communication skills
5. Self-motivated with an ability to work both independently and collaboratively within a virtual project team setting
6. High degree of professionalism and an ability to plan, organize, and effectively monitor work assignments
7. Fluency in Microsoft Office programs, including Word, Excel, and PowerPoint

*Status:*

Full-time, exempt (12-month, fixed term position). The Gulf of Mexico Alliance is an at-will employer and employment does not constitute a contract.

*Compensation:*

Compensation ranges from \$35,000 to \$40,000 and is commensurate with experience and qualifications.

*Benefits:*

- Flexible/remote work location; fellow should be located in the Gulf region (FL, AL, MS, LA, TX)
- Travel support to attend GOMA meetings/networking events
- Personal leave accrued at a rate equivalent to 15 days per year
- Sick leave accrued at a rate equivalent to 12 days per year
- 13 paid holidays
- Monthly cell phone stipend

*How to Apply:*

Interested candidates should submit the following documents: 1) Cover letter summarizing interest in the position, specific qualifications, and career goals; 2) Resume; 3) Names, positions, and contact information for three professional references.



Submit application materials via email to the GOMA Business Director [connie.thrift@gomxa.org](mailto:connie.thrift@gomxa.org) with “DEI Fellowship Application” in the email subject line. Applications may also be mailed to: Gulf of Mexico Alliance; Attention: Director of Business Operations; 1151 Robinson Street; Ocean Springs, MS 39564.

For full consideration, applications should be submitted by November 15, 2021 with an anticipated start of January 2022.