

The Metropolitan Area Planning Council (MAPC) invites applications for the position of:



DEIA Specialist

SALARY: \$75,000 - \$85,000

DESCRIPTION:

The Metropolitan Area Planning Council (MAPC) seeks candidates for the position of Diversity, Equity, Inclusion, and Accessibility (DEIA) Specialist within the Human Resources Department.

The Specialist will collaborate with MAPC staff across the agency and provide internal engagement expertise and support to our staff. This role supports MAPC's commitment to have a workplace culture that is inclusive, equitable, and welcoming, at both MAPC and our sister organization, which includes the staff to the Boston Region MPO.

The Specialist will report to the HR Director and work alongside staff in the HR Department, and staff who support MAPC's internal Equity Team. The ideal candidate will bring a strong understanding of how to design, promote, and sustain internal diversity and inclusion efforts, while working collaboratively across departments to advance these goals.

About MAPC:

MAPC is the Regional Planning Agency (RPA) serving the people who live and work in metropolitan Boston. Our strategic priorities are sustainable development and preservation, advancing equity in the region, collaboration across municipal lines, and developing a climate-friendly and resilient region. We are guided by our regional plan, *MetroCommon2050: Shaping the Region Together*. MAPC's staff includes approximately 120 full-time employees located in downtown Boston in a transit-accessible and bike-friendly office.

MAPC has a hybrid schedule, combining time in the office with remote work. Employees must reside within a commutable distance from MAPC's Boston office.

MAPC strongly supports the professional development of each staff person, believing their growth to be consistent with the best interests of MAPC and the region. We encourage all our staff to develop new ideas to make MAPC's planning and policy work more relevant and impactful, and to adapt to changing times.

This is an opportunity to work in a dynamic, interdisciplinary, and innovative environment with professionals who are committed to building a more sustainable and equitable future for everyone who lives and works in Greater Boston. For more information about MAPC or *MetroCommon2050*, please visit www.mapc.org

About the Department:

The Human Resources Department at MAPC is a collaborative, service-driven team dedicated to supporting staff and leadership in advancing our mission at both MAPC and to staff at the Boston Region MPO. HR plays a vital role in aligning people-centered practices with organizational values, equity, and long-term sustainability. Our commitment is to create a workplace where every staff member feels valued, supported, and empowered to thrive and contribute to our shared goals.

As part of this effort, the DEIA Specialist will join the HR team, working closely with a Senior HR Generalist and an HR Coordinator, as well as partnering with the Equity Teams at both MAPC and staff to the Boston Region MPO. This role offers the opportunity to make a meaningful impact, helping to shape an inclusive culture and ensuring our values are reflected in the way we engage both internally and with the communities we serve.

RESPONSIBILITIES

- Partner with HR, leadership, staff at the Boston Region MPO, and all teams to embed equal opportunity principles into recruitment, hiring, onboarding, training, and career development processes.
- Review, update, and help develop internal policies, procedures, and practices to ensure they are inclusive and supportive of all employees.
- Design and deliver training sessions, workshops, and learning opportunities on recruitment topics, including unconscious bias, cultural competence, bystander and de-escalation support, and inclusive practices.
- Monitor, evaluate, and report on the effectiveness of recruitment and retention strategies, using data and feedback to inform improvements.
- Foster and promote an inclusive workplace culture, addressing issues related to equality, and ensuring a sense of belonging as issues arise.
- Lead and facilitate discussions that help staff understand and advance the agency's equal opportunity goals.
- Stay current on related research, legislation, and best practices to inform organizational strategy.
- Collaborate with HR and MAPC leadership to address employee concerns with sensitivity and cultural awareness.

Limited local travel is required for this position. MAPC does not require you to have a vehicle; however, you must have a valid driver's license and/or the ability to arrange transportation to meetings in different parts of the region. MAPC provides support for travel, including MBTA passes, a Zipcar account, and BlueBikes membership.

QUALIFICATIONS

Candidates for this position should have a Bachelor's degree and three (3) years of relevant professional experience **OR** a Master's degree and a minimum of two (2) years of relevant professional experience in any of the following areas: human resources, business administration, education, social work or other related disciplines.

- **Successful candidates for this position will demonstrate all or most of the following:** Minimum of 2 years of experience in promoting an environment that supports equity and inclusion in the workplace.
- Strong understanding of diversity, equity, inclusion, and accessibility practices, methods, and trends.
- Proven experience working with multi-cultural groups and handling sensitive, confidential information with cultural awareness and responsiveness.
- Excellent written, verbal, and public speaking skills, with the ability to communicate effectively across audiences.
- Familiarity with key concepts such as equity, cultural competence, unconscious bias, and intersectionality.
- Knowledge of legislation and regulations related to diversity, equity, and inclusion.
- Demonstrated ability to design and implement strategies, programs, and project plans to support organizational goals.

Preferred:

- DEIA experience in local or state government.
- Certification in diversity management is a plus.

SUPPLEMENTAL INFORMATION

Compensation and Benefits:

The salary ranges from \$75,000 to \$85,000, depending on qualifications and experience. This is a full-time exempt position. MAPC offers excellent Massachusetts state employee benefits as well as a flexible, supportive, and family-friendly work environment and a commitment to continued professional development.

How to Apply:

Apply online at www.mapc.org/jobs. The position is open until filled, and applications are reviewed on a rolling basis. Interested candidates should submit a cover letter and resume. Candidates selected to interview will be asked to submit three (3) references plus a sample of relevant writing or work product. Candidates must have legal authorization to work in the USA and a valid driver's license and/or the ability to arrange transportation to meetings in different parts of the region. MAPC participates in E-Verify, which is a federal program that helps us to determine work eligibility in the United States. MAPC may consider sponsorship on a case by case basis. A Criminal Offenders Records Information (CORI) request must be completed if offered this position. A criminal record is not an automatic bar to employment at MAPC, but it will be reviewed in light of the position and other elements of an applicant's resume.

MAPC is an Equal Opportunity Employer. We believe that a staff with a range of perspectives, experiences, and skillsets strengthens our work. We are committed to building a more

equitable workplace that allows staff with diverse backgrounds and identities to thrive, grow, and lead. For more information on MAPC's culture of equity, see our [Equity at MAPC](#) page.