

Company: Gateway Development Commission

Job Title: Director of Diversity, Civil Rights, & EEO

Location: New York/New Jersey

Date: March 31, 2023

Job ID: 3-008

Summary of Responsibilities

The Gateway Development Commission is seeking a dynamic and innovative Director of Diversity, Civil Rights, & EEO to lead the development and implementation of proactive diversity, equity and inclusion activities for our workforce, business partners and customers. Reporting directly to the Chief Administrative Officer will be responsible for advancing equity, access, diversity and inclusion in all activities, programs, and services of the Commission.

Essential Functions

1. Serve as Title VI Liaison Officer, Disadvantaged Business Enterprise Liaison Officer (DBELO), Small Business Enterprise Liaison Officer (SBELO), ADA Compliance Officer, and Public Agency Compliance Officer (PACO) of record. Ensure the organizational observance and compliance with all GDC's Title VI, DBE, SBE, ADA and Public Agency Compliance activities and obligations.
2. Develop and manage a comprehensive diversity, equity, and inclusion strategic plan for the Gateway Development Commission.
3. Identify and implement key initiatives to prioritize equal opportunity in hiring, developing, and retaining a diverse workforce.
4. Lead the development of a culture that defines "Equal Opportunity" as inclusion, diversity, equity and access for employees, customers, vendors, contractors, and diverse communities.
5. Serve as Title VI, DBE, SBE, ADA Public Agency Compliance, and D&I liaison to federal, state, and local regulatory agencies and serve as NJ TRANSIT's representative and spokesperson for civil rights and diversity-related matters with national committees, trade associations, community-based organizations, and other business and professional organizations.
6. Ensure compliance with all state and federal laws, regulations, current case law, etc. during Title VI, DBE, SBE, ADA Public Agency Compliance, and D&I related litigation, and oversee the direction of the investigation of complaints received from external agencies related to these areas. Coordinate with the General Counsel's Office, Risk and Claims departments, as well as federal and state agencies, for resolution on claims and litigation involving alleged acts of discrimination. Partner in the identification and execution of remedial actions arising from complaints and litigation involving discrimination, as needed.
7. Partner in the development of internal and external communication, presentation, and training material related to Title VI, DBE, SBE, ADA Public Agency Compliance, and D&I. Advise executive

management, supervisors, and employees regarding challenges, issues, concerns, and/or questions related to civil rights and D&I.

8. Remain up-to-date and provide organizational guidance on current developments in civil rights.
9. Direct the Office of Civil Rights and Diversity Programs, including a team of direct reports.

Job Requirements

- Baccalaureate Degree in Business, Public Administration, or related area or equivalent
- A minimum of ten (10) or more years of applied experience in Diversity Programs, including experience in the development, management, and administration of DBE/SBE/MBE/WBE programs.
- Education can be used in lieu of experience and experience can be used in lieu of education if the candidate's overall qualifications meet the requirements for the position.

Project Background

The Gateway Program is the most urgent infrastructure program in the country – a comprehensive set of rail investments that will improve commuter and intercity services, add needed resiliency and, in its later stages, create new capacity between Newark, New Jersey and New York City, the busiest section of the Northeast Corridor (NEC). The NEC between Boston, Massachusetts and Washington, D.C. is the nation's busiest rail corridor, supporting a region that produces 20% of the Gross National Product. The 10-mile segment of the NEC within the scope of the Gateway Program carries over 200,000 daily Amtrak and NJ TRANSIT passenger trips on approximately 450 trains during non-pandemic conditions and is a vital artery in the region.

The first phase of the Gateway Program includes the Hudson Tunnel Project, which includes the construction of a new two-track tunnel under the Hudson River connecting to Penn Station New York as well as the full rehabilitation of the existing 110 year-old North River Tunnel. The project would create operational flexibility, rail network redundancy, and resiliency against future impacts to the Hudson River rail crossing. Environmental review for the project was completed in May 2021.

The Gateway Development Commission, established through bi-state legislation, is responsible for the financing and development of the Hudson Tunnel Project. The Commission is governed by a Board of 7 Commissioners appointed by each of Amtrak, New Jersey, and the New York State Department of Transportation, and works in partnership with Amtrak, NJ TRANSIT and the Port Authority of New York and New Jersey.

The Gateway Development Commission is proud to be an Equal Opportunity Employer and administers all personnel practices without regard to race, color, religion, sex, national origin, sexual orientation, gender identity or expression, disability, protected veteran status or military status, or any other category protected under applicable law. We recognize that diverse teams make the strongest teams, and we encourage people from all backgrounds to apply.

To apply, please email your cover letter and resume to jobs@gatewayprogram.org with the job title "Director of Diversity, Civil Rights, & EEO" in the subject line.

