

BUILD Executive Leadership Co-Chair Position Description

Note: Incumbents must be public service employees with the state or at a state higher education institution.

Co-Chair

As the BUILD Co-Chair, you will have high visibility, with opportunities to interact with key state leaders including the governor and his staff, state agency heads and deputies, State Human Resources leaders, and community leaders. But more importantly, you will help to provide input on policies and practices for improving the experiences of Black state employees, and you will be instrumental to the effort in giving and elevating voice to the Black perspective so that we all thrive in ensuring Washington state government is a great place to work.

Role:

- Serve as a representative of BUILD within the state community and to the public
- Advocate for and on behalf of BUILD membership and the Black community
- Work closely with the BUILD Chair and act on their behalf during their absence
- Collaborate with OFM partners and ensure requests for information are fulfilled
- Collaborate with Executive Committee and attend monthly Board meetings
- Assist in providing input, feedback, and guidance regarding the Black perspective
- Assist in making decisions regarding when and how to share information and support issues
- Assist in developing general membership meeting agendas and slides
- Assist in making decisions on relevant content, and identifying and vetting speakers and facilitators
- Assist in planning of special events and provide support as needed
- Assist in coaching and mentoring Subcommittee Leads
- Assist in developing communications and overseeing website and social media content
- Assist in responding to requests for BUILD collaboration, participation, presentations, and training

