Program Leaders Webinar Series

Equitable Hiring & Retention Practices

Hosted by the
CAELI Community-Based Partner Innovation Hub
and AEOE

February 5, 2025

Who we are & what we do:

➤ We strengthen environmental education in CA

➤ We are a network of individuals and organizations across the state committed to environmental change

➤ We act as the California affiliate of NAAEE

aeoe.org

Association for Environmental & Outdoor Education (AEOE)

CALIFORNIA ENVIRONMENTAL LITERACY INITIATIVE

The California Environmental Literacy Initiative (CAELI) is a collective action network that seeks to ensure access to high-quality environment-based learning for all California's TK–12 students.

CALIFORNIA ENVIRONMENTAL LITERACY INITIATIVE

Innovation Hubs

- Community-Based Partners
- County Offices of Education
- Districts

Initiatives

- Equity
- Green Career Education
- Policy and Advocacy
- Professional Learning
- Partner Portal
- Taking Green Ribbon to Scale

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CAELI Community-Based Partners Innovation Hub Goals

- **Convene** a broad range of community-based partners across the state working in support of environmental literacy.
- **Elevate** the importance of environmental literacy CBPs in California.
- **Strengthen** the pathways between formal education and CBPs.
- **Increase the capacity** of CBPs to better serve students with high-quality, culturally relevant programs.
- **Determine additional field-level priorities**, which may include policy, funding coordination, tools and resource development, and innovations in environmental education to better address equity and inclusion and align with the needs of formal K–12 education.

https://ca-eli.org/innovation-hubs/community-based-partner/

Agenda

- Our Current Climate
- Bias vs. Equity
- A Deeper Dive into Bias
- Types of Bias and How to Address them
- Best Practices in Equitable Hiring
- Resources for NOW

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Equity

Intentional actions to bring balance to historically unbalanced systems.

Bias

Prejudice in favor of or against one thing, person, or group compared with another, usually in a way considered to be unfair.

"We don't see things as they are, we see things as we are."

-   Anais Nin

TYPES OF BIAS

CONFIRMATION BIAS

Paying more attention to information that confirms our beliefs.

ATTRIBUTION BIAS

Making more favorable assessments of preferred groups.

AVAILABILITY BIAS

Defaulting to "top of mind" information.

AFFINITY BIAS

Tendency to gravitate toward people who are more like ourselves.

EMBRACING EQUITY & REDUCING BIAS

- Agree upon and be led by the organization's values

- Ensure that Leadership clearly articulates their vision for equity in the organization

- Integrate equity into the strategies and plans for the organization.

- Ensure that our audiences and the communities we serve are aware of our equity values.

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- Cast the widest net possible to reach diverse candidates.

- Build relationships with people who have access to diverse candidates.

- Create job listings that are welcoming and inclusive and free of language that makes certain groups feel excluded.

- Create job listings that focus on the minimum qualifications.

- Be explicit about job benefits that will appeal to diverse candidates.

- Ensure that the hiring panel has had bias training.

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- **Blind resumes.**

- **Create a diverse hiring panel.**

- **Create a rubric and score chart instead of subjective measurements.**

- **Measuring candidates against the rubric instead of amorphous "fit" standards.**

- **Ask the same questions of each candidate.**
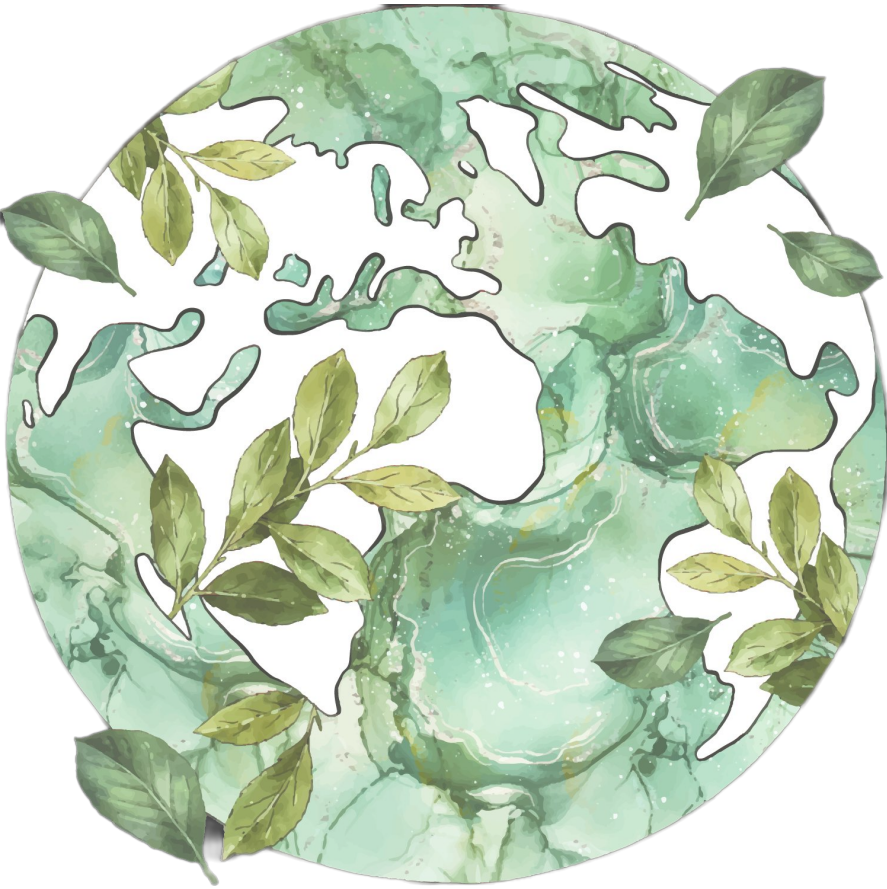
- **Level the playing field by sending questions in advance**

- **Interview all candidates in the same space and or using the same technology**

- **Adopt a "two in the pool" best practice or policy**

- **Create an Equal Opportunity Employer statement that inspires**

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Chatterfall:

Based on the moment we're in, what other webinar topics would be most helpful?

Instructions:

1. Type answer in chat box
2. Do not press ENTER until instructed!

RESOURCES

The Avarna Group
- [**DEIJ Toolkit Mitigating Bias in Hiring**](#)
- **Navigating the DEI Backlash Webinar**
- **Office Hours**
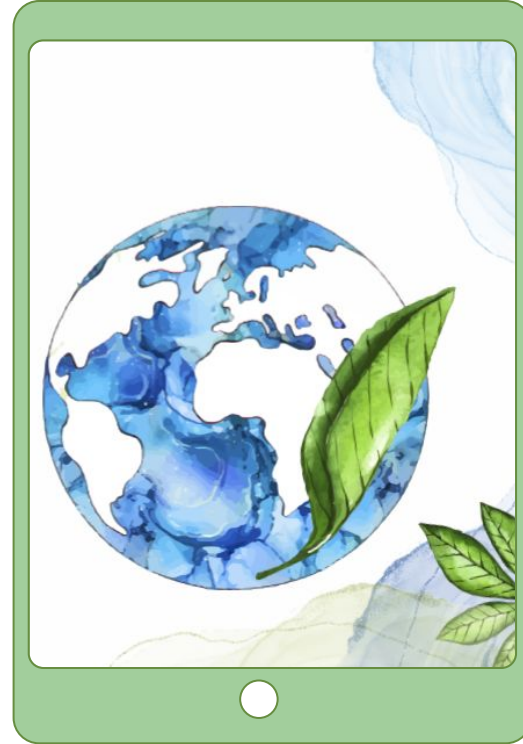
Gender Coded Language Filter
- [**Gender Decoder**](#)

Harvard Business Review
- [**Two In the Pool**](#)

AEOE
- [**eeGuidance for Equitable Pay & Hiring**](#)

California eeGuidance for Equitable Pay and Hiring in Environmental Education

California AEOE
Association for Environmental & Outdoor Education

Access the guidelines here:
https://bit.ly/CAeeGuidanceEquitablePay

Pay and Benefits Summary

Minimum Standards	Target Standards
Pay a living wage for entry-level positions based on a single individual household. Adjust wages for new and current employees accordingly as living wage changes.	Pay a living wage based on a single-parent household as a minimum, building toward a thriving wage for all positions. Provide higher pay levels for part-time positions that are not designed to allow additional employment. Benchmark positions to others in your region outside of the nonprofit/government sectors.
Eliminate unpaid internships.	Offer well-paying entry-level positions to those new to the field, including high school and college students, with the potential for internal advancement.
Support employees beyond financial compensation by offering additional benefits and perks.	Provide high-quality, tangible benefits such as quality healthcare coverage, paid leave, and retirement for all staff positions, including entry-level, seasonal, and part-time staff.
If provided, ensure that room and board are less than 50% of the total compensation package.	Eliminate stipend-based positions so that all staff are adequately compensated for hours worked, including "on-call" time.

Designing Positions Summary

Minimum Standards	Target Standards
List salary/hiring ranges in all job postings.	Provide clear, equitable, and transparent compensation frameworks for all positions within your organization.
Write job descriptions that use inclusive language, are available in accessible formats (ex: braille, audio), and emphasize the knowledge, skills, qualities, and abilities needed to do the job. Clearly list required and desired qualifications.	Build internal capacity to support staff with less experience to become prepared for the role's basic requirements to eliminate barriers to entry related to experience and education.
Assign roles, responsibilities, and pay bands to interns, seasonal staff, and permanent positions appropriate to the length of their term and expected level of independence/expertise.	Increase the percentage of your team in permanent positions and reduce the percentage of seasonal positions. Increase specialization on your team, including offering permanent positions focused on implementing educational programming.

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Appreciations
Announcements
Closing

California
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2025 Statewide Conference
for Environmental & Outdoor Education

Conference
registration
is now ***open**!*

Roots and Branches
Strengthening Community & Expanding Impact

May 2-4, 2025 | Walker Creek Ranch, Petaluma. CA

Roots and Branches
Strengthening Community & Expanding Impact

Are you ready to immerse yourself in a community that shares your commitment to connecting people with the natural world?

Important Deadlines:

- **Workshop Applications:** *February 1, 2025*
- **Scholarship Application Priority:** *February 15, 2025*
- **Early Registration:** *March 1, 2025*
- **Regular Registration:** *April 20, 2025*

*Visit **aeoe.org/conference-2025** to register today!*

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UNIVERSAL DESIGN FOR LEARNING
IN ENVIRONMENTAL EDUCATION

Universal Design for Learning (UDL) is a teaching approach that works to accommodate the needs and abilities of all learners and eliminates unnecessary barriers in the learning process. This course will encourage you to reflect deeply on your practice to focus on how you plan and teach, not just the content you teach.

Now enrolling for spring!

- 6-week virtual, asynchronous course for EE professionals
- 1 graduate unit available upon completion
- Course runs from April 30 - June 15, 2025

Register: aeoe.org/events

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Thank you!