



# SAINT IGNATIUS

*Cleveland • Jesuit • 1886*

## **Diversity, Equity & Inclusion (DEI) Coordinator (Part-Time Position)**

The Diversity, Equity & Inclusion (DEI) Coordinator is a critical member of the DEI department providing support to the team, the programs, and fulfilling the organization's mission. The DEI Coordinator is responsible for coordination of administrative matters relating to the day-to-day activities of the DEI department, including supporting projects across the department, and assisting the team on internal and external DEI activities.

## **Position Description:**

The Diversity, Equity and Inclusion Coordinator is a part-time, non-exempt, 12 month position, which reports to the Vice President Diversity, Equity and Inclusion.

The position work schedule is flexible: may include evenings or weekends and up to 20-hours a week.

The hourly rate of pay is \$15 -\$17 based on education and experience.

## **Essential Duties & Responsibilities:**

- Maintain database of primary contacts
- Assist with the development of professional development content
- Conduct recruiting and retention research on marginalized communities
- Assist in creating workshops and presentations
- Other duties as assigned

## **Required Qualifications:**

- Employee must have clear verbal and written communication skills, able to follow instructions, demonstrate critical thinking skills and have good interpersonal social skills
- Experience working within underrepresented/marginalized communities a plus
- Knowledge of current technology (Word, Excel, Internet, Email, etc.) Must be self-motivated
- Passion for diversity, equity and inclusion concepts



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## **The Successful Candidate will also Demonstrate the Following Competencies:**

1. Participation as a productive team member; obtain DEI skills and knowledge to support administrators, faculty staff and students.
2. Good communication skills (oral and written)
3. Able to perform as directed
4. Team player
5. Professional image

The position offers a unique opportunity to the candidate who is willing to contribute significantly to sustaining a school where:

1. The Catholic Faith is highly valued.
2. People are believed in, honored and cared for.
3. The natural talents and creative abilities of persons are recognized and celebrated.
4. Individual contributions and accomplishments are appreciated.
5. Everyone is treated fairly and justly.
6. Sacrifice on behalf of the economically poor, the socially deprived, and the educationally disadvantaged is commonplace.
7. Each person finds the challenge, encouragement and support needed to reach his fullest individual potential for excellence.
8. We help one another and work together with enthusiasm and generosity, attempting to model concretely in word and action the ideals we uphold for our students and ourselves.

## **About Saint Ignatius High School:**

Saint Ignatius High School is a Jesuit college-preparatory school with a Catholic tradition rooted in the Spiritual Exercises of St. Ignatius of Loyola. The school enrolls more than 1,450 students from 40 cities in a seven-county region. These young men enrich one another through learning in the classroom, creating in the arts, competing on the athletic fields and serving those in need.

Academically, Saint Ignatius is a regional and state leader in National Merit finalists. To challenge students and prepare them for college, the Saint Ignatius curriculum offers 17 Advanced Placement (AP) and 21 honors subjects. In September 2009, the school was designated a Blue Ribbon school by the U.S. Department of Education.



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A Saint Ignatius education prepares students to become competent, concerned and socially responsible members of their communities. With a motto of “Men for Others,” there is a prime concern for the development of Christian values among all students. Part of the Saint Ignatius student experience includes the promotion of faith in the service of justice.

Located in close proximity to downtown Cleveland in the historic Ohio City neighborhood, Saint Ignatius occupies 18.5 acres with 18 buildings and three athletic fields. The faculty includes 109 members, 87 percent of whom have spent 10 years or more teaching at Saint Ignatius.

## **Applicants with Disabilities**

As an equal opportunity employer, Saint Ignatius High School is committed to a diverse workforce. In order to ensure reasonable accommodation for individuals protected by Title I of the Americans with Disabilities Act of 1990 (as amended), applicants that require accommodation in the job application process may contact the Human Resources Office at 216-651-0222 Ext. 4461 for assistance.