



**Position Title:** Program Coordinator, Equity & Inclusion

**FLSA Classification:** Exempt

**Reports To:** Vice President for Diversity, Equity & Inclusion

**Position Purpose:** Assist the Vice President for Diversity, Equity & Inclusion with the development and implementation of the school's diversity initiatives in keeping with the Jesuit mission.

### **Essential Functions**

- Works collaboratively with the Vice President for Diversity, Equity & Inclusion to ensure successful implementation of the DEI components of the school's strategic plan
- Plan and implement various Diversity, Equity & Inclusion programs including, but not limited to summer enrichment camp, multicultural alumni engagement, educational programs events and field trips, monthly student meetings, and community programs
- Assist with and develop professional development offerings for the community (faculty, staff and administration and guests)
- Work with the Admissions department to support student enrollment efforts including: Open House(s), Shadow Days, school visits, and other recruitment related events
- Work with school staff including administrators, teachers, program directors, coaches and staff to provide academic support and monitoring with a focus on the social & emotional needs of students, specifically underrepresented students
- Effectively communicate with constituents: students, faculty, parents, alumni, and community partners
- Other duties as assigned by the Vice President for Diversity, Equity & Inclusion

### **Qualifications**

- Minimum of a Bachelor's degree in Sociology or related field
- Prior experience facilitating organizational diversity
- Embrace and display Catholic/Christian values and spiritual life
- Ability to maintain focus and effectively complete multiple projects/priorities despite competing time demands
- Excellent verbal and written communications skills
- Strong planning and organizational skills
- Demonstrated skill in Microsoft Office and various social media platforms
- Prior teaching, youth ministry, or campus ministry experience with high school students preferred

### **Physical Requirements and Work Environment**

- Works in a fast-paced environment dealing with a wide variety of challenges, deadlines and a diverse array of contacts
- Ability to present information to groups of students and adults in person and online
- Be able to occasionally lift up to 30 lbs
- Work primarily in a traditional climate-controlled school environment
- Availability for evening and weekend events as needed and summer enrichment camp