Title:
Associate Director of Equity and Inclusion

Employee Category:
12-month Staff

Reports to:
Head of Institutional Equity and Inclusion

Position Purpose/Expected Results
The Associate Director of Equity and Inclusion is an important member of the Office of Diversity, Equity, and Inclusion. A natural teacher and unifier, the Associate Director of Equity and Inclusion will be a part of the team that leads students and employees on their journey to becoming an institution of authentic belonging, inclusivity, and equity. They will bring fresh ideas to support the school in its unwavering commitment to DEI programming and initiatives.

The individual who fills this commitment must have a demonstrated commitment to social and racial justice and to be able to help the Emma Willard community deepen understanding about the relationship between DEI, community engagement, and social impact. This individual will lead the school in initiatives that deepen connections to the local and global community through a lens of equity and positive social impact.

The person in this position must also have a collaborative, service-oriented, and restorative justice based approach to facilitate and foster effective professional working relationships across the school and all constituencies. Must be able to balance working autonomously and as part of a team to contribute to the promotion of the school’s mission and the vision of the Office of DEI.

We seek someone with expertise in navigating today’s changing and diverse landscape and will help the School promote and nurture diversity, equity, access and inclusion. The School encourages candidates from under-represented groups and individuals who have demonstrated experience with diverse populations who can contribute to the diversity and excellence of the academic community.

Duties/Responsibilities:

- Assist and support the Head of Institutional Equity and Inclusion on all DEI initiatives, programs, and special projects or events
- Collaborate with the Director of Curriculum and Innovation to support the implementation of the equity & justice and community & purpose pillars in the curriculum and pedagogy
- Lead and facilitate student-facing programming, education, coordination
- Lead and facilitate community-wide workshops on topics of diversity, identity, equity, and belonging.
- Establish and maintain strong connections with local community organizations
- Coordinate community engagement, service learning, and social impact programming
- Coordinate Affinity Group schedules and oversee and support adult mentors
- Lead and facilitate community-wide programming on topics of diversity, identity, equity, and belonging.
- Support employees in finding DEI PD opportunities
- Engage in ongoing professional learning to maintain knowledge of DEI best practices
- Serve as member and co-facilitator of the Adult Diversity Working Group
- Lead the Student Diversity Leadership Team
- Serve as a consultant for experiential and social-emotional learning through Signature, Seminar, Service Learning, and minimester programming
• Collaborate with the Head of Equity and Inclusion to develop a restorative-based system of bias reporting and healing

**Minimum Requirements / Qualifications / Competencies:**

- Bachelor’s Degree
- 3-5 years of relevant experience
- Exemplary interpersonal, listening and communications skills
- Strong work ethic, resilience, knowledgeable
- Proven problem-solving skills
- Knowledge base of restorative practices in education
- Ability to manage trainings and presentations on complex and controversial topics
- Experience working successfully with culturally diverse adults and students
- Demonstrated ability to interact with a culturally diverse population and to effectively and respectfully function and communicate within the context of varying beliefs, behaviors, orientations, identities, and cultural backgrounds.
- Initiative and foresight to anticipate upcoming needs of the Office of DEI
- Computer proficiency with an emphasis on Google systems, word processing, spreadsheet, data management skills, and learning management systems.

We offer competitive compensation and an attractive benefits package in a stimulating and dynamic academic community. Emma is an equal opportunity employer.

**Emma Willard School requires employees to be fully vaccinated with the exception of medical exemptions.**

**You will need to submit a resume and cover letter to be considered for the position.**

Please apply through the school’s Career Center website.