



Example of Diversity Coordinator Job Description

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Our innovative and growing company is looking to fill the role of diversity coordinator. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for diversity coordinator

- Manage all diversity-related internal communication channels
- Lead all Diversity-related event production
- Serve as the point-person for Diversity-related communication materials with our external partners
- Produce marketing materials for internal promotional campaigns and internal/external events, such as posters, t-shirts, water bottles, give-aways
- Participate in firmwide and office Diversity Committee meetings and prepare agendas and summaries for circulation
- Prepare initial drafts for Director's review and approval of diversity-related communications, reports and surveys requiring quantitative and qualitative research, analysis and evaluation, ensuring grammatical and stylistic accuracy, conformance with established procedures, and unfailing accuracy
- Provide logistical support to the various local office diversity committees (e.g., invitations, meeting agendas, preparation of handout materials, event follow-up)
- Refer student-athletes in need to the appropriate department/agencies to ensure that proper support is given
- Develop marketing materials, presentations to describe and promote programs
- Coordination and ensuring the timely completion of the University's response and investigation of complaints pursuant to Title IX, Including sexual harassment and sexual misconduct other forms of gender-based harassment

Qualifications for diversity coordinator

- Experience in creating and implementing diversity education and leadership programs, , Safe Zone/Ally, Sustained Dialogue, Diversity Peer Educators, Diversity Scholars
- Ability to work effectively with university and school leadership, faculty, residents, students and the community that reflects diversity and inclusiveness
- A degree in Human Resources or in related field
- Based in Poland with some travel
- Flexible working options can be considered
- Assist accommodations specialist in coordinating sensitivity training for business leaders, property and corporate entity departments on issues relating to disability initiatives