



# Example of Diversity Coordinator Job Description

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Our growing company is looking to fill the role of diversity coordinator. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for diversity coordinator

- Assists with planning and implementation of CDI events, workshops and meetings
  - Coordinates communications and marketing to CDI community, including preparation of monthly electronic newsletter, and maintaining and updating website
  - Assists with preparation of letters, memos, meeting minutes, reports, manuscripts, correspondence, grant proposals at the highest level of proficiency
  - Incorporates data into spreadsheets/databases (Access, Excel) in an organized and presentable format
  - Establishes and maintains office systems
  - Designs, coordinates, and maintains all confidential files (this may include powerpoints to be organized for lectures, presentations, and meetings)
  - Assists in the preparation of presentation materials, including, but not limited to PowerPoint presentations
  - Performs other duties or special projects that are specific to CDI at the discretion of the CDI Executive Director
  - Serve as a member of the Cultural Leadership Planning Committee, specifically supporting the development of retreat curriculum, advertising and outreach, and selection of facilitators and participants
  - Develop relationships with under-represented students and others who engage in diversity efforts
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- Must demonstrate experience and ability to work with diverse populations
- Must have computer technology experience, demonstrated ability to utilize MS Outlook, and ability to create and revise website content
- At least 3 years of experience required in higher education (or like environment) as a coordinator or related position in fast paced and dynamic environment
- Excellent computer skill, command of Microsoft Office Suite, and the ability to learn new computer programs is required
- Strong service orientation and an ability to establish and maintain effective working relationships with peers
- Minimum of two years related experience (may be as a graduate assistant) working in college athletics or experience in designing and/or implementing diversity and inclusion initiatives