

Equity & Inclusion Program Coordinator

Title: Equity & Inclusion Program Coordinator - Student Leadership Focus

Department: Office of Equity and Inclusion

Job Status: Full-time, 11-month position w/school breaks

Reports to: Chief Equity and Inclusion Officer

Position Summary:

The Equity and Inclusion Program Coordinator is responsible for supporting the growth and development of student leaders in promoting equity, inclusion, and belonging. This individual will work directly with students, providing mentorship, training, and guidance. The Coordinator oversees initiatives that amplify student voices and empower them to lead meaningful change within the school community. They will work closely with other members of the Office of Equity and Inclusion (OEI) on key student programs that foster student learning and growth. The Coordinator will collaborate across departments to ensure initiatives and programs align with the school's mission and Community Call-to-Action.

Essential Functions:

- Design, develop, and implement student programming focused on equity, inclusion, and belonging in partnership with the other members of the Office of Equity & Inclusion
- Develop and facilitate leadership training programs to help students enhance their advocacy, communication, facilitation, and cultural competency skills.
- Provide direct supervision and support to all Equity & Inclusion Organizations, including student leaders and faculty advisors
- Oversee the implementation of the Leadership Reflective Process via the Mastery Learning Record
- Collaborate with E&I org student leaders and advisors to create and implement student-led initiatives, workshops, and community education programs. (e.g. heritage/history month celebrations and events, lunch take-overs, and large inter-school events)
- Partner with the members of the OEI to coordinate student participation in local, regional, and national DEI-focused conferences (e.g., SDLC, Spectrum Conference, Asian American Footsteps Conference, etc).
- Collaborates with other members of the Office of Equity and Inclusion (OEI) on all relevant programming that advances the school's vision to become a more just and anti-racist institution.
- Support planning, logistics, and program for E&I Org Sit-Down Dinners in partnership with student E&I Organizations, their advisors, and fellow Equity & Inclusion Coordinator.
- Actively contribute to the advancement of institutional goals related to equity, justice, and belonging.

MISS PORTER'S SCHOOL

EQUITY & INCLUSION

- Supports the implementation of policies, practices, and programs that sustain and further develop cross cultural competencies and identity-based skills in our students and faculty.
- Fulfills residential life responsibilities on evenings and weekends
- Performs other duties as assigned.

Qualifications:

- Bachelor's degree in education, social sciences, or related field (Master's preferred).
- At least 2-3 years of experience in diversity, equity, and inclusion programming or student engagement.
- Background in student leadership and supporting student identity development.
- Demonstrated analytical and problem-solving skills; strategic high-level thinking.
- Participation in and/or willingness to participate in training in diversity, equity, inclusion, and multicultural practices at nationally recognized seminars, workshops, and conferences.
- Excellent organizational and interpersonal communication skills.
- An understanding of and commitment to working collaboratively to maintain an inclusive, culturally responsive learning environment.
- Demonstrates a commitment to the identity-development of adolescent girls.
- Excellent written and verbal communication and interpersonal skills.

The essential functions and basic skills for this position have been included. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills, and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate.

To Apply:

Please send resume and cover letter to careers@missporters.org. Include "Equity & Inclusion Coordinator" in your subject line.