

## DIVERSITY & INCLUSION SPECIALIST

The Oregon State Bar (OSB) regulates the practice of law in Oregon and provides a variety of services to its members and the public. The mission of the Oregon State Bar is to serve justice and the public interest by promoting respect for the rule of law, by improving the quality of legal services, and by increasing access to justice.



### *Equal Opportunity Employer*

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We are looking for someone to support the Director of D&I and the D&I External Coordinator on D&I Department initiatives that meet the Oregon State Bar mission and goals; serves as a representative and liaison to internal and external stakeholders.

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### **What you will do:**

- Collaborate with the Coordinator to plan, support, and staff department programs and activities for internal and external stakeholders, including meetings, conferences, and other events.
- Coordinate department event and meeting logistics; attend department events for on-site set up, registration, monitoring, and other event tasks as needed. Represent the department and the OSB at meetings and events held by affinity groups and other external stakeholders, including law schools.
- Serve as the point of contact for internal and external requests for information; respond to a wide variety of requests.
- Maintain Director's calendar for internal and external meetings and deadlines; schedule department and bar group meetings; send meeting invitations, reminders, and relevant documents to participants. Attend meetings and take notes as needed.
- Coordinate public meeting notices and documents; take minutes in accordance with public meeting requirements.
- Collect, enter, and maintain D&I data in Excel and the OSB database, including program and activity participation, demographics, and fundraising goals. Prepare regular reports for programs, activities, and data.
- Process D&I expenses and revenue using OSB accounting software and maintain distribution contact lists.
- Monitor the D&I's OSB website content and social media accounts; facilitate updates with relevant OSB staff, including posting events to the OSB website calendar.
- Process and maintain confidential information and application material.
- Participate in professional development education and activities.
- Model behavior that values diversity and incorporates inclusive and culturally competent practices.

**You may have any satisfactory equivalent combination of the following experience & training that ensures your ability to perform the work. We welcome the opportunity to review your background.**

- Bachelor's degree in business administration; management; diversity, equity, and inclusion; or related field required. JD helpful but not required.
- Two years recent experience providing administrative work in the field of diversity, equity, and inclusion. Demonstrated knowledge of administrative organization methods, budgeting, and record keeping and reporting systems.
- An understanding of diversity, equity, and inclusion principles and best practices.
- Demonstrated knowledge of work with a high degree of confidentiality.
- Demonstrated knowledge of business event planning and coordination.
- Demonstrated written and oral communication skills using in-person and virtual formats. Ability to compose original correspondence and communications.
- Demonstrated knowledge of accurate editing and proofreading skills.
- Demonstrated knowledge of the Microsoft Office Suite in a Microsoft Windows environment with particular emphasis on Word, Excel, Outlook, and PowerPoint. Demonstrated knowledge of database programs. Ability to become familiar with OSB-specific platforms and software. Ability to accurately type 50 words per minute.
- Ability to travel overnight, inside and outside Oregon, to meetings, seminars, and events.
- Ability to attend meetings and events outside regular work hours, including mornings, evenings, and weekends.
- Ability to facilitate transportation of up to 20 pounds of meeting/event equipment and supplies.

For this non-exempt position, the salary is \$30 per hour. The OSB offers excellent benefits including voluntary 6% participation in the PERS program.

If this sounds like a position that interests you, send your **resume with a cover letter** to Director of Human Resources, Attention: DIS, Oregon State Bar, PO Box 231935, Tigard, OR 97281. Fax to 503-598-6985 or e-mail to [hr@osbar.org](mailto:hr@osbar.org). For full job details, see <https://www.osbar.org/osbcenter/openings.html>.