

Davis Polk

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Job Description

Job Title	Diversity Equity & Inclusion Assistant
Department	Diversity Equity & Inclusion
Reports to	Associate Director, Diversity Equity & Inclusion
Exempt/Non-Exempt	Non-Exempt
Work Schedule	Monday through Friday, 9:30 a.m. to 5:30 p.m. (additional evening hours for events as required).
Position Summary	This position assists the DEI department work streams, ranging from providing support to lawyer engagement and belonging programming, research and writing for DEI initiatives, to providing support for business development and DEI communications requests. There are also administrative tasks required of the position.
Essential Duties and Responsibilities	<p>Typical responsibilities include, but are not limited to, the following:</p> <ul style="list-style-type: none">— Assist with internal and external presentations and programs— Provide support to Senior Specialist with employee engagement and belonging initiatives, events— Coordinate, track and attend Affinity Group events— Help plan Affinity Group events— Setting up meetings for Affinity Groups, including reserving conference rooms, sending and tracking invitations— Provide support to Senior Specialist with work relating to business development and DEI communications— Partner with Graphics to produce DEI Newsletter and other collateral— Track participation and evaluations of DEI events— Register for industry diversity & inclusion conferences

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	<ul style="list-style-type: none">– Process sponsorship and travel expenses– Conduct market research on DEI topics for Associate Director and Chief DEI
Qualifications/Position Requirements	<ul style="list-style-type: none">– Ability to manage a varied workload and meet deadlines– Must be punctual and reliable– Proficient in MS Word, Excel, PowerPoint, Outlook and other applications as needed– Excellent written and verbal communication skills– Ability to proofread typed material for typographical, spelling and grammatical errors– Strong interpersonal and organizational skills– Must be able to work collaboratively with lawyers and staff, demonstrating strong teamwork and a positive attitude– Flexibility in daily schedule to accommodate unexpected situations– Ensure confidentiality of all the Firm's and clients documentation and information– Strong interest in advancing diversity and inclusion in the legal field
Education and/or Experience	<ul style="list-style-type: none">– Bachelor's degree– 1-2 years related experience
Compensation	Commensurate with experience.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change or new ones may be assigned at any time with or without notice.