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Job Description

Job Title	Coordinator, Diversity, Equity & Inclusion
Location	New York
Department	Diversity, Equity & Inclusion
Reports to	Associate Director, DEI
Exempt/Non-Exempt	Non-Exempt
Work Schedule	Monday through Friday, 9:30 am – 5:30 pm (overtime as required)
Position Summary	<p>The Coordinator, Diversity, Equity & Inclusion will support the Associate Director, Senior Specialists in designing and delivering programming and initiatives, and drafting DEI related communications for internal and external purposes. Responsibilities will range 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.</p>
Essential Duties and Responsibilities	<p>Typical responsibilities include, but are not limited to, the following:</p> <ul style="list-style-type: none">— Proactively bring creative and strategic ways for affinity groups to build community, develop professionally, and raise the profile of their members internally and externally.— Coordinate the firm's affinity group and business resource group (BRGs) efforts for associates and business services.— Provide programmatic support for the affinity groups and BRGs.— Ensure DEI affinity group activities across the firm are aligned with our overall DEI strategy.— Assist with internal and external presentations and programs.— Setting up meetings for Affinity Groups, including reserving conference rooms, sending and tracking invitations.

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- Provide support to Senior Specialist for work relating to business development and DEI communications.
- Partner with Graphics to produce DEI Newsletter and other collateral.
- Register for industry diversity & inclusion conferences.
- Process sponsorship and travel expenses.
- Conduct market research on DEI topics for Associate Director and Chief DEI.
- Lead DEI team's community outreach efforts, in partnership with Pro Bono and CSR.

Qualifications/Position Requirements

- Ability to manage a varied workload and meet deadlines.
- Must be able to multi-task and take direction from numerous individuals.
- Must be punctual and reliable.
- Proficient in MS Word, Excel, PowerPoint, Outlook and other applications as needed.
- Strong interpersonal skills.
- Must be able to work collaboratively with others, demonstrating strong teamwork and a positive attitude.
- Flexibility in daily schedule to accommodate unexpected situations.
- Excellent written and verbal communication skills.
- Strong attention to detail.
- Exceptional judgment and discretion.

Education and/or Experience

- Bachelor's degree required.
- Minimum 2 years of relevant professional experience, preferably in a law firm or other professional services firm.

Compensation

Commensurate with experience.

To Apply

Submit resume and cover letter to: hr.ny@davispolk.com

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.