

# K&L GATES

**POSITION TITLE: Diversity & Inclusion Manager**

**DEPARTMENT: Firmwide Administration – Diversity**

**OFFICE: Los Angeles/Orange County**

## **JOB OBJECTIVE:**

Provides specialized support to the Diversity & Inclusion (D&I) function, including implementation of diversity initiatives and collaboration with the firm's Firmwide Director of Diversity & Inclusion, Diversity and Women in the Profession Committees, and other teams. Coordinates ongoing firm efforts with lawyers and staff members across the firm. Acts as program administrator for various initiatives and programs. Responsible for completing various diversity surveys.

Specific duties include, but are not limited to:

- Assisting the Director in the development and communication of departmental strategies, policies and procedures. Supports the achievement of departmental goals and objectives, recognizing and identifying issues and problems and proactively recommending solutions.
- Working proactively with lawyers and staff to organize and coordinate diversity activities, programs, and sponsorships throughout the firm.
- Working with the Director to coordinate and sustain the development of firmwide and office-level affinity groups.
- Creating responses to a variety of diversity-related legal industry benchmarking surveys and client surveys.
- Assisting with creation of annual Diversity Report and other diversity-related marketing collateral.
- Assisting other members of firmwide administration when needed. Assisting with various firm and/or departmental projects and initiatives as assigned.
- Maintaining current knowledge of relevant D&I trends and developments.

## **Knowledge, Skills and Abilities Required:**

- Bachelor's Degree required; J.D. or other advanced degree strongly preferred. Two to four years of talent development and/or D&I management experience are required, preferably within a law firm.
- Strong Microsoft Office skills (Word, Excel and PowerPoint) and excellent written and verbal communication and interpersonal skills. High attention to detail required.
- Demonstrated experience managing multiple priorities and budgets in a dynamic environment. Experience working across departments or offices recommended.
- Excellent communication, interpersonal, teamwork, and customer service skills and an ability to interact effectively with all levels of management, staff, and multiple external entities, including firm clients and prospective clients.
- Excellent analytical and problem solving skills, ability to organize and prioritize multiple assignments, use judgment and initiative to accomplish results, work under pressure, and complete job assignments in an accurate and timely manner.
- Ability to operate at the highest level of confidentiality.
- Occasional travel required.

**For immediate consideration, please forward your resume & cover letter to [dave.leoanrd@klgates.com](mailto:dave.leoanrd@klgates.com)**