



HEWITT

Job Title: Assistant Director of Equity and Community Life

Department: Equity and Community Life

FLSA Status: Exempt

The Hewitt School - New York, NY

ABOUT HEWITT

Established in 1920 and located in New York City, The Hewitt School is an independent K-12 girls' school whose mission is to inspire girls and young women to become game changers and ethical leaders who forge an equitable, sustainable, and joyous future. Hewitt empowers and expects our community members to embrace multiple points of view, to engage others with empathy and integrity, and to champion equity and justice in all areas of our lives. As a community, Hewitt is fully committed to a culturally diverse faculty, staff, and student body.

POSITION SUMMARY

The assistant director of equity and community life serves as a community resource by maintaining strong lines of communication, developing new and utilizing current programming and support structures for students, and generating more significant levels of cross-cultural understanding through programming and advancement of best-in practice standards of diversity, inclusion, and belonging at The Hewitt School.

The ideal candidate will have broad experience in the development of educational, cultural, and health-equity curricula designed to improve the quality of the academic and social experiences of students in general and girls, young women, and underrepresented students in particular. The assistant director is an advocate and ambassador for the department of equity and community life, the leadership of the school, and the school community in general.

ESSENTIAL FUNCTIONS/RESPONSIBILITIES

- Support expansion and sustainability of K-12 affinity spaces and justice clubs
- Coordinator DEI programming in middle school, including advisory programming with a lens on DEI and health and wellness
- Serve as a middle school advisor
- Support teachers in the practical execution of DEI best practices in the classroom
- Support the director with managing schedules and calendars for meetings and programming
- Serve as a campus advocate and liaison for underrepresented student populations
- Support the director in the design and implementation of school-wide programming and diversity-focused training for various constituencies
- Oversee the selection processes for faculty and students attending diversity and inclusion

- conferences
- Support coordination of orientation programming for all students, with a particular focus on students from underrepresented populations

QUALIFICATIONS REQUIRED

- Demonstrated commitment to the leadership development of girls and young women, anti-bias education, and social justice
- An understanding of the issues and dynamics of difference
- A strong commitment to enhancing multicultural understanding
- A proven ability to collaborate and work successfully with multiple constituents to deliver and improve programs and initiatives
- Strong project management skills
- A ability to work independently, one-on-one, and collaboratively
- Attention to detail and excellent oral and written communication skills for a wide variety of audiences
- Demonstrated use of and interest in learning new technology

QUALIFICATIONS DESIRED

- Experience with inquiry-based pedagogy and curriculum design
- Commitment to student life and student engagement
- Dedication to professional growth and purpose-driven practice
- Experience with trauma-informed teaching and learning
- Volunteer management

TO APPLY: Please submit a resumé, cover letter, and examples of previous relevant work to employment@hewittschool.org. Cover letters should reflect a careful reading of The Hewitt School's website, including the school's academic philosophy. **Please reference the job title in the subject line of your email.** No phone calls, please. Recruitment will remain open until the position is filled; applicants should apply as soon as possible for consideration.

IMPORTANT INFORMATION

The Hewitt School is an Equal Opportunity Employer. It has been and will continue to be a fundamental policy of the school not to discriminate on the basis of any category prohibited by applicable federal, New York State and/or New York City laws/regulations. This policy applies to all aspects of the employment process, including hiring, promotion, demotion, compensation/benefits, performance evaluations, disciplinary actions, training, working conditions, layoff, and termination.