



# Diversity, Equity, Inclusion, and Accessibility Coordinator

*Posted September 8, 2021*

Aidan Montessori School, located in Woodley Park, Washington, DC, is accepting applications for the position of DEIA Coordinator for the 2021-2022 school year. This is a part-time, benefited position, with on-site hours from 8:00 AM – 12:00 PM, Mondays through Fridays and additional hours to support school events as needed. This position is a senior administrator and part of the administrative and leadership teams.

Additionally, the DEIA Coordinator would be responsible for the following:

- Serve as the administrative liaison for Aidan's JEDI (Justice, Equity, Diversity and Inclusivity) and DEIA Board Committees.
- Conduct regular evaluations of DEIA training and programming offerings; identify opportunities for efficiencies, enhancements, and other improvements.
- Plan and coordinate DEIA Committee trainings and events for faculty and staff.
- Create a directory of DEIA resources for students, families, and staff.
- Meet with community stakeholders to discuss DEIA topics and identify emerging and urgent needs related to DEIA.
- Serve as a subject matter expert for stakeholders, including best practices for school activities to support an inclusive environment.
- Ensure the work in diversity, equity, inclusion, and accessibility of the school community is communicated internally and externally.

Candidates should have a Bachelor's degree with 1-3 years of experience, preferably leading diversity initiatives and practices in a school or non-profit organization. Exceptional communication and organizational skills and experience facilitating and leading conversations about diversity, equity, racial justice, and inclusion are essential. A willingness to work effectively across key stakeholders groups featuring a range of diverse identities and experiences will be key. Knowledge of Montessori is helpful, but not required.

If you are a motivated, dynamic, thoughtful communicator committed to advancing DEIA initiatives in education we would like to hear from you. To apply, please send your resume and letter of interest to [employment@aidanschool.org](mailto:employment@aidanschool.org). Aidan is an AMI-recognized Montessori school, established in 1961.