



Coordinator of Diversity, Equity and Inclusion (DEI)

Academy of the Sacred Heart in New Orleans, founded in 1867, is an independent, Catholic, college prep institution for girls offering 17 years of instruction for one-year-olds through twelfth grade. Academy of the Sacred Heart is one of 25 Network of Sacred Heart Schools in the United States-Canada sponsored by the Religious of the Sacred Heart (RSCJ).

Job Description

The Academy of the Sacred Heart is currently seeking a passionate and dedicated individual to join our team as a Coordinator of DEI in our school. The ideal candidate will work with students, faculty and staff, stakeholders and the community at large. This person will continue to support the DEI initiatives currently known as Open Hearts, Open Minds. This existing DEI program is centered on our Sacred Heart Catholic Mission and Goals.

The following skills will be important to ensure success in this position :

- Teaching students and leading student groups
- Delivering in-service modules for faculty and staff to enhance cultural competency and awareness within the school community
- Facilitate parent groups
- Outreach into the New Orleans communities
- Establish and maintain partnerships with community organizations
- Collaborate with the Admissions department
- Collaborate with school leadership to further develop and enhance the inclusive curriculum

Qualifications

- Bachelor's degree in a related field (education, social sciences or equivalent)
- A certification in DEI
- A minimum of 2 years of experience in this field
- Strong understanding of diversity, equity and inclusion practices
- Excellent communication skills with the ability to collaborate effectively with diverse stakeholders
- Demonstrated ability to develop and implement DEI initiatives
- Knowledge of relevant laws, regulations and policies related to DEI in an educational setting

Application Process

Applicants should complete the Online Employee Inquiry Form at ashrosary.org/careers.

Applicants will be prompted to upload the following:

1. Cover letter indicating why they are particularly interested in and qualified for the position.
2. Current résumé.
3. Names, addresses, and telephone numbers of three references from current and/or former director supervisors. (We will obtain permission from candidates before contacting references.)
4. During the application process, you may be asked to complete the ASH Employment Application PDF, which is available for download at ashrosary.org/careers.

Academy of the Sacred Heart is an equal opportunity employer. The goal of Academy of the Sacred Heart is to hire and motivate an outstanding and diverse faculty and staff who work together harmoniously toward the common mission.