Diversity Equity and Inclusion Coordinator

The Diversity Equity and Inclusion (DEI) Coordinator at Ransom Everglades School is a full-time 12-month position. The DEI Coordinator supports the Director of Inclusion and Community Engagement in the implementation of the school’s diversity efforts, including programming, community engagement, events, recruitment, development and retention, student recruitment and retention, curriculum, and student life.

Essential Duties Responsibilities

- Collaborate with the Director of Inclusion and Community Engagement to prioritize, organize, and execute various tasks, ensuring alignment with the Head of School’s DEI objectives
- Research and gather data from other schools to benchmark DEI programming, informing strategic planning and decision-making processes
- Oversee the support of students identified as at risk. Support the identification and development of professional development content for faculty, staff, and students, addressing DEI-related topics
- Create plan for mentoring program for recipients of scholarships
- Manage the logistics for visiting speakers and presenters, including scheduling, travel arrangements, accommodations, and event coordination
- Coordinate cultural events, including faculty/staff gatherings, ensuring all aspects are well-organized, from catering to communication with stakeholders
- Participate in community outreach efforts, fostering partnerships with external organizations and facilitating volunteering opportunities, including those related to Multicultural initiatives
- Assist in the promotion, facilitation, and management of affinity groups within the school community, fostering a sense of belonging and support among members
- Write articles for school publications and reports, synthesizing data from internal and external sources to prepare comprehensive reports
- Contribute to the yearly budget preparation and track spending related to DEI initiatives, ensuring responsible fiscal management
- Nurture partnerships and maintain communication with stakeholders, fostering inclusivity and transparency within the school community
- Help identify students in need of academic support through initiatives like the Lighthouse Project, coordinating tutoring arrangements as needed
- Organize meetings with faculty and staff interested in supporting school-wide DEI initiatives, fostering collaboration and engagement
- Coordinate planned travel for professional development opportunities, including the NAIS People of Color Conference (PoCC) and Student Diversity Leadership Conference (SDLC)
- Prepares speeches, letters, and statements on behalf of the DEI office, ensuring alignment with organizational values and objectives
- Ensure timely payment of invoices and proper documentation of expenses related to DEI activities

Qualifications

- Bachelor’s degree required.
- Proficiency in Microsoft Office and Google Drive
- Strong written and verbal communication skills
- Ability to interact effectively with faculty, students, and administrators
- Strong organization skills and able to handle and prioritize multiple assignments
- Ability to work beyond regular hours and attend school activities, as needed
- Previous experience in DEI initiatives or related fields preferred
Performance Factors:
Attendance and Dependability: The employee can be depended on to report to work at the scheduled time and is seldom absent from work. Employee can be depended upon to complete work in a timely, accurate, and thorough manner and is conscientious about assignments.
Communication and Contact: The employee communicates effectively both verbally and in writing with superiors, colleagues, and individuals inside and outside the School.
Relationships with Others: The employee works effectively and relates well with others, including superiors, colleagues, and individuals inside and outside of the School. The employee exhibits a professional manner in dealing with others and works to maintain constructive working relationships.

The RE Way

Our Mission
Guided by the words of Paul C. Ransom, Ransom Everglades School produces graduates who “believe that they are in the world not so much for what they can get out of it as for what they can put into it.”

Ransom Everglades School prepares students for a lifelong journey of learning, the call to service, and the responsibility to lead in an environment that fosters academic and co-curricular excellence as well as social wellbeing.

The school’s caring faculty and staff empower students to explore their passions, discover their strengths, and develop their character so they can pursue their ambitions and lead purposeful lives.

Core Values
Joy & Wellbeing
We prioritize the wellbeing of our students, ensuring they feel supported by the community, have ample opportunity to explore their varied interests, and find joy and balance in their lives.

Service & Outreach
We deliver on the promises of founders Paul C. Ransom and Marie and Edward Swenson by guiding students to make a positive contribution to our school community, the neighboring Coconut Grove community and the broader world.

Support & Community
We are a supportive community where all members feel accepted and valued for their unique talents and contributions.

Diversity & Inclusion
We are a diverse community, and we promote collaborative inquiry, open-minded discussion and authentic curiosity about different perspectives and cultures.

Honor & Excellence
We build on a tradition of honor and academic excellence where students, mentored by inspiring faculty, are challenged to think deeply, critically, empathetically and creatively.

Supporting Excellence
Ransom Everglades faculty members are expected to pursue a continuous program of professional development and engagement and are supported in doing so by the flexibility and financial generosity of the school and its benefactors and our membership in the FolioCollaborative. The school regularly distributes books for the faculty to read together and brings national guest speakers to campus to work with the faculty. Every faculty member and student is issued a stylus-enabled laptop computer. Microsoft 365, including Teams
and OneNote, G Suite Enterprise Edition for Education, and the Adobe Creative Suite, as well as subscriptions to a number of other platforms, are provided for all faculty and students. Classrooms are equipped with ViewSonic interactive displays.

A competitive compensation is based on the experience and qualifications of the person selected. Ransom Everglades offers a comprehensive benefits package, including retirement, health and dental insurance, disability and life insurance, and other benefits. Florida has no state or local income taxes.

**How to Apply**
Please visit https://www.ransomeverglades.org/about/careers to complete an application and submit it with a resume, cover letter, a list of three professional references, and any other relevant materials to careers@ransomeverglades.org.