



**ST. MARY'S**  
ACADEMY

**POSITION TITLE:** Diversity, Inclusion and Equity Program Specialist

**FLSA:** Exempt

**JOB STATUS:** Regular, Full-time

**FTE:** 1.0-10 Month Employee

**MISSION STATEMENT:**

St. Mary's Academy, sponsored by the Sisters of the Holy Names of Jesus and Mary since 1859, is a Catholic high school for young women, providing a challenging college-preparatory education in a vibrant learning environment. Guided by the values and charism of the Sisters, St. Mary's fosters a diverse community, educates the whole person by nurturing spirituality, encouraging creativity, promoting justice, and inspiring a sense of global interdependence to prepare students for service and leadership.

**GENERAL SUMMARY:**

We seek a candidate who is a self-starter, reliable, energetic, and understands appropriate boundaries, as well as balance and wellness. We are seeking someone who understands the developmental needs of adolescent girls and will enjoy working in a high-energy high school environment. Excellent communication skills, positive school culture builder, collaborator, ability to adjust quickly, and strong organizational skills are necessary for this position. This is a specialist position that requires in-depth knowledge of utilizing data to implement equity, inclusion and belonging strategies as well as being able to meet the culturally specific needs of our Black, Indigenous, People of Color (BIPOC) students and faculty/staff. This position works in close coordination with the school administration, Director of Equity and Inclusion and the Student Leadership Department.

**SUCCESS IN THIS ROLE REQUIRES:**

Demonstrated commitment to and experience in centering equity and inclusion in the work - removing barriers to participation and engaging people across lines of race, class, age and nationality, even and especially when it's not the path of least resistance. An understanding and experience with constructing data driven outcomes is essential in this role.

### **MAIN RESPONSIBILITIES:**

- In coordination with the Administration Team and in collaboration with the Director of Equity and Inclusion, lead professional development for faculty/staff, workshops, and small group offerings pertaining to DEI work.
- Coordinates with the Director of Equity and Inclusion and the Administration Team to ensure that the school's policies and practices are inclusive and meet the equity needs and experiences of all students, particularly BIPOC.
- Develop programming for students related to DEI in collaboration with the student leadership department.
- Coordinates efforts among groups and individuals and initiate activities to help all members of the community feel fully part of school life.
- Collaborate with the Admissions Office, Administration, and Counselors to design and implement a program that supports students and parents from underrepresented backgrounds transitioning into SMA.
- Provide coaching/mentoring to teachers as well as collaboration related to curriculum and classroom strategies to ensure equitable teaching practices
- Provide culturally specific 1:1 and group facilitation for students and staff. This includes advising culturally specific student unions and coordinating/facilitating the student and adult equity teams.
- Provide culturally specific outreach, mentorship, and general support to students and families of color
- Collaborate with the SMA support services, including personal and college counselors to support students across grade levels, in order to address issues such as academic performance, social skills, self-esteem, attendance, self-advocacy, problem solving, motivation while monitoring overall experiences at school
- Foster community partnerships to support St. Mary's Academy's DEI work , host speakers/consultants in order to enhance the understanding of equity and justice issues in our community and remain current on emerging DEI work.

### **QUALIFICATIONS:**

- Minimum 3 years' experience working in a school setting
- Bachelor's degree teaching, social work, or related fields.

- Experience working with diverse populations.
- Experience working with young people of color
- Program development and project management experience
- Experience with curriculum development and data driven outcomes
- Excellent small and large Group Facilitation skills
- Ability to effectively communicate and maintain cooperative relationships with colleagues, students and families, and professional colleagues outside SMA
- Knowledge of intellectual, emotional, social, and physical development of adolescents
- Available for evening and weekend events throughout the school year.

**Preferred QUALIFICATIONS:**

- Master's degree in Social Work (MSW), Teaching or related fields.
- Counseling, instructional coaching, or teaching/administrative background
- Appreciation of and all-girls education and awareness of intersectionality within an all-girls environment
- Problem-solving - ability to mediate conflict successfully
- Strategic planning experience

**PHYSICAL REQUIREMENTS:**

- Ability to sit and/or stand for extended periods of time
- Ability to occasionally lift up to 20 lbs.
- Ability to stoop, bend, walk and effectively communicate at levels normal for someone performing work with the general public primarily in the office environment with SMA community or off campus. Communication forms can include but are not limited to; in-person verbal and non-verbal, written, email, telephone and public speaking to medium to large groups.

**SALARY:** Salary will be commensurate with qualifications and experience.

**BENEFITS:** St. Mary's Academy is proud to offer comprehensive benefits to our eligible employees:

- Medical, Dental and Vision coverage at no cost to employee only
- Opt-Out of Health Insurance
- Flexible Spending Account
- Short-Term & Long-Term Disability (Employer Paid)
- Vacation and Sick Leave
- Holiday Pay
- Retirement 403(b) plan
- Paid Jury Duty
- Paid Bereavement Leave
- Life Insurance
- Tuition Remission for St. Mary's Academy
- Employee Assistance Program

St. Mary's Academy is an equal opportunity employer. For positions where religious affiliation directly affects the position, St. Mary's Academy can set prerequisites regarding religion.

**ALL OFFERS OF EMPLOYMENT ARE CONTINGENT UPON  
SUCCESSFUL COMPLETION OF A BACKGROUND INQUIRY.**

To Apply: Qualified applicants may submit resume and cover letter to Kari Forrer in Human Resources, [kari.forrer@smapdx.org](mailto:kari.forrer@smapdx.org).