



## Diversity, Equity, & Inclusion Assistant Job Description

### **Position Overview**

I Follow the Leader is hiring a part-time Diversity, Equity, & Inclusion Assistant who will be the essential support for our CEO, simplifying her days and creating processes to help her (and us here at I Follow the Leader) more effectively achieve our firm's mission. Our mission is to help leaders and companies thrive and reach their highest potential. We heighten awareness and readiness of Diversity, Equity, and Inclusion (DEI) initiatives within companies through strategic engagements.

Our knowledgeable team of leadership consultants move businesses along the diversity continuum, improve their overall culture, and help leaders take action to increase profitability, creativity, and innovation. We lead cultural audits, strategic planning, trainings, and other DEI engagement activities for organizations.

We envision a day when every member of the global workforce feels a sense of belonging and has equal opportunity to lead, thrive, and reach their highest potential. We have exciting new engagements in the works... so many that we need a hand to get them all done. And that is where you come in!

***Sound like something you want to know more about? Keep reading for details and application instructions!***

**Hours:** This is a part-time contractor role. We estimate a commitment of 18-20 hours a week. The majority of hours for this role will need to be completed Monday-Friday. There is flexibility around start and end time for this role because we recognize that it may be optimal for a master's student or someone who has another part-time role.

To ensure we're a great fit for each other, you'll join the team for a three-month trial period. During the last month of the trial, we'll meet and mutually decide whether we'd like to continue with a longer-term arrangement.

The number of hours and level of responsibility has the potential to increase for the right person. If the individual hired stays with the firm after the trial period, the hours and level of responsibility will be reviewed, discussed, and agreed upon with the CEO on a quarterly basis prior to the start of the new quarter. We believe in flexibility and growth opportunities.

**Location:** This position is currently a remote, work-from-home position. The ideal candidate will be located near Durham, NC or planning to relocate to the area. Beginning in the summer or fall of 2021, we anticipate having in-person meetings and working sessions one to two times a week in Durham, NC.

**Pay:** This is an hourly position. The hourly rate will be commensurate with experience, skills, and pay equity. Candidates will be asked to share their rate expectations in the application.



**Position Close Date:** We're accepting applications through March 31, 2021 at 5 pm EST. We will begin interviewing potential candidates **immediately**, so we highly recommend applying as soon as possible.

**Ideal Start Date:** Between April 19<sup>th</sup> and May 10<sup>th</sup>, 2021.

**How to Apply:** If the position overview resonates with and you believe you meet the requirements outlined below, please:

1. First, complete the position questionnaire that can be found at [ifollowtheleader.com/jobs](https://ifollowtheleader.com/jobs).
2. Next, email a resume, 1-page cover letter, and up to 2 additional documents that showcase your skills, knowledge, and abilities in one email to [info@ifollowtheleader.com](mailto:info@ifollowtheleader.com).

Applications will only be reviewed if all requirements are met in the order outlined above. We value transparency, so we will let you know by April 2<sup>nd</sup> at 5 pm EST whether we will be inviting you to move forward to the interview stage.

## **Role, Responsibilities, Results, and Requirements**

### **Role**

The DEI Assistant will be the essential support for our CEO, protecting her time, energy and efforts by creating ease, expansion, and efficiency in processes like communication, organization, planning, and calendar management.

### **Responsibilities**

- Work in conjunction with our CEO, consultants, and a Marketing Coordinator to help execute the firm's mission.
- Help create processes, systems, and efficiencies for the firm.
- Respond to the firm's emails and communicate with clients.
- Manage the CEO's calendar.
- Learn, document, and understand the CEO's business preferences.
- Schedule meetings and engagements.
- Proof the calendar weekly (verifying appointments and times, checking links, etc.).
- Research/fact-checking.
- Create submission forms for speaking opportunities.
- Assist with creating RFP's and proposals.
- Assist with creating slide decks and other engagement materials.
- Attend calls with the CEO, take notes, and determine action items from the call.
- Understand the limitations of the CEO and develop solutions around those limitations.
- Look for areas of opportunity to make the CEO's day more manageable and take things off her plate.

## **Results**

- Your primary responsibility will be to show up 100% and be fully present and handling every aspect of the CEO's needs.
- The CEO feels supported—she knows when to be where, what she needs to do in order to be successful and is never overscheduled.
- The CEO is able to focus on strategic efforts, rather than tactical.
- The team has a consistent and predictable experience with the CEO, and the CEO with the team.
- Improved processes and procedures.
- You make suggestions for efficiencies, then work with the team to implement them.

## **Requirements**

- Work requires data analytical, communications and organizational skills generally acquired through completion of a bachelor's degree program.
- Two years of prior executive assistant experience or two years of diversity, equity, and inclusion experience in a consulting environment is preferred.
- High-level communication skills.
- Able to consistently understand the intent and vision of the CEO.
- Ability to set goals and develop achievable timelines to hit them.
- Highly developed self-awareness and leadership skills.
- You will work to decrease the pressure for the CEO and be her gatekeeper.
- Highly organized and efficient.
- Detail-oriented.
- Delivers well ahead of deadlines.
- Computer proficiency and skilled in technology. Some of the platforms we use regularly include Outlook, Zoom, Calendly, LinkedIn, Canva, and Grammarly.
- A quiet work environment that has: a computer, cell phone, high-speed internet.

**Questions?** Email [info@ifollowtheleader.com](mailto:info@ifollowtheleader.com) and we'll respond to your inquiry within 48 hours.