Firm/Company Name Ballard Spahr LLP

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Job Title [Position]:	Diversity, Equity, and Inclusion A	**Job Category:**	Non-Legal
Department/Group:	Diversity & Inclusion	**Posted By:**	Gina Emery-Duplechan
Location:	Center City Philadelphia	**Travel Required:**	None
Level/Salary Range:	Negotiable	**Position Type:**	[i.e.: full-time, part-time, etc.] Full-Time
HR Contact:	Gina Emery-Duplechan	**Date posted:**	03/10/2022
Reports to:	Chief Diversity, Equity and Inclu	**Posting Expires:**	[i.e., 30-days] 60 days

Applications Accepted By:

Fax or E-mail: 215.525.5096 **Attention:** Gina Emery-Duplechan	**Mail:** 1735 Market Street Philadelphia, PA 19103

Job Description

Brief Summary:

Ballard Spahr, a prestigious national law firm with 15 offices across the United States is seeking an individual to be responsible for providing exceptional, proactive administrative support to the Chief Diversity, Equity and Inclusion Officer and members of the Diversity, Equity, and Inclusion Department based in the Philadelphia office. This position is considered Remote/Hybrid with a minimum of one day in the office if located in close proximity to our Atlanta, Baltimore, Las Vegas, Los Angeles, Minneapolis, New York, Philadelphia, Phoenix, Salt Lake City, Sioux Falls, Washington DC or Wilmington offices, with the expectation to work in the office as needed.

Duties:

The Diversity, Equity, and Inclusion Assistant reports to the Chief Diversity, Equity, and Inclusion Officer and will be responsible for providing administrative support, project work, calendar, schedule and travel management and document management for all members of the Diversity Department; assist with budget management, prepare, and track expenses and coordinate sponsorships. The selected individual will also assist with demographic and dashboard reports and assist department members with events for Business Resource Groups. The position is a core member of the team and plays a major role in supporting our firmwide diversity, equity, and inclusion initiatives.

Skills/qualifications:

The ideal candidate will demonstrate exemplary client service orientation, professional demeanor and comfort in interacting with senior executives, demonstrated maturity, judgement and discretion. The ability to multi-task without loss of efficiency or accuracy, manage deadlines, exercise independent judgment and have exceptional attention to detail. Demonstrated technology skills including software applications. A team player who can work collaboratively with multiple administrative departments in the

[NOTE: Attach separate sheet(s) as necessary with the complete job description]