Firm/Company Name Ballard Spahr LLP

(Send copy of firm logo for posting)

Job Title [Position]:	Diversity Coordinator	**Job Category:**	Non-Legal
Department/Group:	Administration	**Posted By:**	Gina Emery-Duplechan
Location:	Center City Philadelphia	**Travel Required:**	
Level/Salary Range:	Negotiable	**Position Type:**	[i.e.: full-time, part-time, etc.] Full-Time
HR Contact:	Gina Emery-Duplechan	**Date posted:**	3/21/2019
Reports to:	Chief Diversity Officer	**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 is seeking the right candidate to fill the position of Diversity Coordinator supporting the Chief Diversity Officer (CDO). He or she will assist the CDO with the firm's diversity and inclusion initiatives, programs and events as well as programs related to women's initiatives. This position works closely with the CDO to coordinate initiatives to attract, retain, and promote a diverse and inclusive workforce and facilitate the growth of Ballard Spahr's client base through diversity and inclusion efforts. This is a fast-paced environment with internal and external exposure.

Ballard Spahr is not accepting resumes from search firms for this position.

Duties:

The selected individual will coordinate diversity-related communications, marketing, outreach, events, pipeline efforts and provide administrative support as needed. He or she will conduct demographic benchmarking and analysis and assist with research and survey responses for public, national and client surveys.

Skills/qualifications:

A bachelor's degree is required and prior experience in a law firm or professional services firm is preferred. A self-starter with the ability to work independently on multiple tasks and prioritize competing deadlines is desired. Qualified candidates will have strong interpersonal skills as well as excellent communication and presentation skills, both verbal and written; as well as strong proofreading, organizational and project management skills. Microsoft Word, Excel and PowerPoint skills are a must

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