

<b>Firm/Company Name:</b>	Ballard Spahr LLP	<b>Website:</b>	www.ballardspahr.com
<b>Job Title:</b>	Diversity, Equity, and	<b>Work Option:</b>	[i.e.: onsite, hybrid, remote, etc.] Hybrid
<b>Department/Group:</b>	Diversity, Equity, and	<b>Posted By:</b>	Gina Emery-Duplechan
<b>Location:</b>	Center City Philadelphia	<b>Travel:</b>	None
<b>Salary Range:</b>	Negotiable	<b>Position Type:</b>	[i.e.: full-time, part-time, etc.] full-time
<b>HR Contact:</b>	Gina Emery-Duplechan	<b>Date posted:</b>	4/5/2023

**How to Apply: (Fax, Email, Mail, Link, etc.):**

<https://www.ballardspahr.com/epostings/>

**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, Minneapolis, 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 Firm and demonstrate a commitment to diversity, equity, and inclusion is required.

Minimum of 2 years of experience, preferably at a law firm, or legal environment. A high level of proficiency with Microsoft Office 2016, in particular Excel. Ability to work beyond