



KAPPA ALPHA THETA

Director of Diversity, Equity, & Inclusion (DEI) Job Description

JOB DESCRIPTION

ORGANIZATIONAL MISSION

Kappa Alpha Theta nurtures each member throughout her lifetime, offering opportunities for intellectual and personal growth. This position supports this mission through the encouragement of best practices to bring in new members to Kappa Alpha Theta.

RESPONSIBILITIES

- Actively support Kappa Alpha Theta's strategic plan, working to implement the goals and objectives set forth by Grand Council.
- Fulfill the expectations and responsibilities of a Kappa Alpha Theta workforce member as outlined in the [*Workforce Volunteer Handbook*](#).
- Attend Grand Council meetings to provide expertise and advise members in the areas of diversity, equity, and inclusion
- In conjunction with the DEI committee chairman, provide strategic direction for diversity, equity, and inclusion initiatives
- Serve as a member of the DEI committee
- Collaborate with the DEI committee chairman to implement strategies developed by Grand Council
- Be informed about and connected to research and best practice in the area of DEI
- In conjunction with the DEI committee chairman and staff, regularly assess the organization (qualitative and quantitative) to better understand member experience and impacts of practices, policies, and procedures

DESIRED QUALIFICATIONS

An ideal volunteer has professional diversity, equity, and inclusion experience, strong communication skills, and ability to work closely with headquarters staff and fellow workforce volunteers. Candidates can expect to have 2-3 meetings a month plus email correspondence.