

**Diversity Coordinator**  
Position Description

Nashoba Brooks School is a co-ed preschool and lower school and an all-girls middle school with an enrollment of 300. The school is committed to personal excellence in academics, athletics and the arts within its mission of preparing students for "...a life of continuous learning, accomplishment, and leadership in a diverse and changing world." Nashoba Brooks is committed to providing an anti-bias education. We believe that diversity enriches our perspectives, strengthens our community and challenges individuals to become agents of change in creating a more fair and equitable world.

Nashoba Brooks School seeks a full-time Diversity Coordinator, with a strong desire to work as part of the Program Leadership Team in a dynamic school committed to excellence in 21<sup>st</sup> century education. The Diversity Coordinator position is an 11-month position, which will include some evening/weekend responsibilities.

**Curriculum, Instruction, and Community Education:**

- Work closely with classroom teachers, plan and implement integrated language exposure to Spanish language for students in preschool through grade 1.
- Plan community education events and creatively engage community organizations, businesses, and agencies with the mission of Nashoba Brooks.
- Facilitate programs such as Faculty or Parent SEED groups, Parent FEED, affinity groups, etc.
- Support teachers in development, implementation, review, and revision of curriculum.
- Facilitate faculty professional development opportunities.

**Faculty and Student Recruitment:**

- Participate in hiring processes for prospective employees.
- Assist with planning and facilitation of orientation program for new employees.
- Develop tactical strategies necessary to successfully implement a 5-year plan for diversity and outreach, report annually on benchmarks, evaluate initiatives and identify areas for growth and opportunity.
- Develop networks to recruit, retain, and sustain faculty from diverse backgrounds.
- Identify and establish working relationships with individuals and organizations to assist in the recruitment of a more diverse family and student population at Nashoba Brooks School.
- Support admission initiatives, special events, and objectives in targeted communities.

**Qualifications:**

- Minimum of Bachelor's Degree.
- 1-3 years' experience in education with knowledge of child development in Preschool through Grade 8.
- Demonstrated commitment to multiculturalism and experience working with diverse populations in an independent school environment.
- Demonstrated commitment to continuous learning at both the individual and institutional level.
- Demonstrated ability to manage new initiatives from concept to completion.
- Strong oral and written communication skills, including comfort with public speaking.
- Strong problem solving, organizational, project management, and program evaluation skills.
- Training and experience promoting anti-bias work with students, parents, and educators.
- Demonstrated ability to approach challenges with energy, creativity, and flexibility in both independent and collaborative working situations.

**Application:**

Interested candidates should submit a cover letter, résumé, and three references to [diversity@nashobabrooks.org](mailto:diversity@nashobabrooks.org).