Job Announcement

Director of Diversity, Equity, Inclusion and Accessibility (DEIA)
Full-time, Exempt. Remote or Hybrid

The Organization
Empire Justice Center, a highly respected, statewide not-for-profit law firm seeks a Director of Diversity, Inclusion, Equity, and Accessibility to join our team. This is an opportunity to join in the leadership of one of the most effective organizations serving low-income individuals and families in New York State.

Empire Justice Center focuses on making the law work for all New Yorkers. We do this through our unique 360-degree approach, providing individual legal representation and high-impact litigation, legislative and administrative advocacy, and by providing training and technical assistance to other advocates who are working towards the same goals. With offices in Rochester, Albany, Westchester, and Long Island, our organization offers staff an exciting and dynamic working environment and a strong commitment to teamwork, diversity, and personal/professional development.

The Position
The Director of Diversity, Equity Inclusion, and Accessibility will provide strategic and operational leadership to expand, strengthen and improve Empire Justice Center’s internal systems and processes in ways that foster diversity, equity, and inclusion at every level within the organization through an inclusive (equity driven) lens.

The Director will also create and implement organization-wide DEIA and anti-racist policies, procedures, and systems that promote growth and understanding of the value of diversity within the organization and build a culture of belonging and support and will have a budget to leverage some limited outside expertise.

As a member of the Leadership Team, the Director will collaborate with other leaders, the DEIA Committee, and staff to ensure diversity, equity, and inclusiveness of the various aspects of individuals’ identities including but not limited to age, culture(s), religions, race(s), ethnicity(ies), language(s), sexual orientation, gender identity(ies), gender expression(s), and disability(ies) into the organization’s work and assess and improve the client experience for marginalized communities.

The position will initially report to both the Chief Executive Officer (CEO) and Chief Legal Officer (CLO). Over time, supervision will transition to the CLO.

Skills and Abilities
• Supervisory experience.
• 7+ years of DEIA experience
• Strong leadership skills.
• Strong organizational skills and adept at managing multiple priorities.
• Demonstrates strong coaching or training skills and experience, ability to be detail oriented while maintaining and cultivating big-picture vision and consistency.
• Demonstrate experience and strong understanding of DEI principles and ability to implement these principles and values in practice.
• Demonstrate extensive knowledge of racial equity and anti-racism and belonging strategies and best practices with an intersectional lens, especially as related to a non-profit organization.
• Demonstrates excellent interpersonal skills and an ability to work collaboratively with dynamic teams and diverse client base.
• High level of comfort and commitment to working with a legal organization that serves low-income New Yorkers.

Qualifications
Education & Experience

• At least 7 years of related experience.
• Bachelor’s degree preferred, in sociology, business, employment law, human resources management, social work, organizational behavior, or related field; or
• Individuals with any equivalent combination of education, training, and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the position, are encouraged to apply.
• JD degree holders are encouraged to apply.
• Demonstrated experience with the skills and abilities listed above.

Special Knowledge and Skills:
Strong working knowledge of Microsoft Office 360 desired.

Salary and Benefits
The range of salary is from $56,784 to $110,448. Salary is commensurate with experience and based on the organization’s salary scale. Empire Justice Center offers a generous benefit package, including health insurance, life insurance, a 403b retirement plan, vacation, holiday, and sick time. We are an organization that supports and encourages a work/life balance.

Empire Justice Center is an Equal Opportunity/Affirmative Action employer and desires a diverse and inclusive workforce. Empire Justice Center provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age (40 or older), sex (including pregnancy and gender identity), national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

TO APPLY:
This position is available immediately. Applications will be accepted until the position is filled. To apply, please email a cover letter, resume, writing sample, and three e professional references to: employment@empirejustice.org

Please include, Director of Diversity, Inclusion, Equity, and Accessibility (DEIA)
First/Last Name to the subject line of the email. No phone calls or hard copies, please. Incomplete applications will not be considered.