



## Diversity Equity & Inclusion (DEI) Manager

**Lead and manage diversity, equity, and inclusion initiatives, education, and promotion on behalf of the Illinois Supreme Court Commission on Professionalism**

Are you passionate about improving diversity, equity, and inclusion in the legal profession? Would you enjoy using your background, legal experience, and skills to impact policy and create programs that inspire the legal profession to new heights? Would you like to deliver educational programs, collaborate with judges, and host and attend ground-breaking conferences while working with a collaborative and innovative team? If so, apply to join the Illinois Supreme Court Commission on Professionalism as its Diversity, Equity, & Inclusion (DEI) Manager.

The Commission on Professionalism was established by the Illinois Supreme Court to promote civility, inclusiveness, accessibility, and equity in Illinois's legal and judicial systems. We accomplish this by creating, approving, and delivering CLE and judicial education programs; writing for legal journals, periodicals, and our robust social media and blog platforms; and collaborating with like-minded individuals and organizations across Illinois and beyond.

### **Duties and Responsibilities:**

The DEI Manager will be responsible for providing leadership and advocacy aligned with the Commission's mission, with a specific focus on all aspects of diversity, equity, and inclusion. This position will promote and educate lawyers and judges on the values of diversity of thought, perspective, experience, and people, while demonstrating a commitment to advancing a culture of inclusion and respect in the legal profession.

Primary responsibilities include, but are not limited to:

#### *Education*

- Collaborate with the Commission team to develop content for impactful online and in-person courses.
- Deliver quality educational programs on DEI and other professionalism topics for attorneys and judges.
- Write educational blogs, articles, social media posts, and other content that promotes DEI in the legal profession and beyond.
- Research and share best practices on emergent issues related to DEI.

#### *Program Management*

- Lead DEI efforts throughout the Commission's programming.
- Expand DEI initiatives for the Commission's lawyer-to-lawyer mentoring program.
- Manage the Commission's involvement in Jumpstart, a program designed for historically excluded and underrepresented law students.

#### *Strategic Partnerships*

- Develop and implement programs focused on DEI issues with Commission partners, including other Illinois Supreme Court Committees/Commissions, law firms, bar associations, government agencies, law schools, and other legal organizations.
- Collaborate with the Illinois Supreme Court's Chief Diversity & Inclusion Officer, seeking advice and concurrence as appropriate.
- Recommend DEI initiatives and partnerships that demonstrate innovative, collaborative, and strategic leadership.
- Create and execute meaningful and appropriate metrics to track progress and gauge the effectiveness of strategic goals, aims, and priorities.

**Skills and Qualifications:**

- Bachelor's degree required; J.D. or master's degree in a relevant field strongly preferred.
- Experience in or familiarity with the legal profession required.
- SHRM Certified Diversity Professional (CDP); Certified Diversity Executive (CDE); Cornell Certified Diversity Professional (CCDP); or other related diversity certification preferred.
- At least three years of relevant experience directly managing DEI in a visible leadership role.
- Demonstrated passion and personal and professional commitment to DEI principles and awareness of DEI best practices.
- Proven research, writing, interpersonal, communication, and collaboration skills with experience in facilitation and presenting to groups.
- Demonstrated ability to design, develop, and deliver effective educational programming.
- Team player who can think broadly and strategically about the Commission's work.
- Strong organizational skills and attention to detail.
- Demonstrated success in managing multiple projects simultaneously and delivering work products with little supervision.
- Hold a valid driver's license and be willing to travel to present educational programs and represent the Commission at events, including occasional evenings and weekends.

The salary will be commensurate with experience and includes a generous benefits package. We are an equal opportunity employer, committed to diversity, equity, inclusion, and accessibility in our workforce. All qualified applicants will receive consideration for employment. As an EOE/AA employer, the Commission will not discriminate in its employment practices due to a qualified candidate's race, color, religion, sex, sexual orientation, gender identity, age, national origin, disability, or veteran status. People from diverse backgrounds are encouraged to apply.

Please email a cover letter and resume to Chelsea Woodmansee at: [chelsea.woodmansee@2civility.org](mailto:chelsea.woodmansee@2civility.org). A review of applications will begin immediately. For best consideration, submit your application by Friday, September 16, 2022. This job will remain open until filled.

**About the Illinois Supreme Court Commission on Professionalism**

The Illinois Supreme Court established the Illinois Supreme Court Commission on Professionalism in 2005 under Supreme Court Rule 799(c) to foster increased civility, professionalism, and inclusiveness among lawyers and judges in Illinois. By advancing the highest standards of conduct among lawyers and judges, the Commission on Professionalism works to better serve clients and society alike. For more information, please visit [2Civility.org](https://www.2civility.org) and follow us on Twitter [@2CivilityOrg](https://twitter.com/2CivilityOrg).