

**Appointed Position Description:  
Diversity, Equity & Inclusion (DEI) Coordinator  
AAUW Amador Branch**

The DEI Coordinator will be responsible for sponsoring the branch's strategic initiatives to create an inclusive environment for new and active members and support the recruitment and retention of diverse members. This role will also manage external diversity partnerships and will serve as the diversity liaison to various internal entities.

**Core Responsibilities:**

- Applies in-depth knowledge of diversity principles and practices to deliver solutions in areas such as inclusion, member engagement, training and communication
- Serves as key contact for all external diversity partnerships.
- Partners with internal AAUW entities to create a diversity and inclusion plan and to set annual strategies
- Serves as the diversity liaison with key partners: Other Branches, State, National
- Takes on other diversity projects as assigned
- Identify beneficial ways to talk to others about diversity and inclusion issues.

**Recommended Characteristics:**

- Knowledgeable or interested in diversity and inclusion
- Active participant in AAUW
- Energetic, enthusiastic and willing to complete the work
- Able and willing to collaborate with members of the branch board and the national Inclusion and Equity Committee
- Able to create buy-in and lead others
- Open to new ideas and willing to think outside the box
- Previously engaged in work related to diversity and inclusion issues in AAUW or elsewhere

*Revised 4-14-22*