



MIT Job Description

Job Title: Comms & Mktg Administrator 2	Position Title: Assistant Director, Diversity, Equity, and Inclusion Communications
Reports to: Director, Marketing Content and Special Projects and Assisant Dean, Diversity, Equity, and Inclusion	% Effort or Wkly Hrs: 100%
Department: MIT Sloan Office of Communications/MIT Sloan Office of DEI	

Position Overview:

The Assistant Director, Diversity, Equity, and Inclusion Communications will play an important part in MIT Sloan’s efforts to build DEI across our community of students, staff, faculty, and alumni by sourcing and sharing stories and news across the school. This person will join an energetic effort led by three deans focused on DEI, and will collaborate closely with the growing DEI office. The person in this role will create and maintain content for the [diversity website section](#), write community-wide messaging for emails and the website related to DEI, source relevant stories from our community to maintain a full pipeline of inclusive coverage, and work closely with colleagues across the school to raise the visibility and awareness of DEI content available for use. The assistant director, DEI communications will interact regularly with the MIT Sloan DEI deans to support their communications, for talking points, speeches, or other presentation needs. This person will also build and nurture strong relationships with student clubs and other groups around the school to collaborate on content projects for the website and social media platforms.

Principal Duties and Responsibilities (Essential Functions):**

(35%) Craft communications for DEI deans and community

- Curate, create and write original and compelling stories about the transformative DEI work happening across the MIT Sloan community
- Write and oversee distribution of community-wide messages for DEI events and milestones
- Write and distribute talking points and create presentations for DEI deans and other school leaders
- Write, edit, and review time-sensitive messages to the community in the wake of national events that warrant a senior leadership-level response
- Train colleagues across the school to effectively incorporate DEI messaging into their communications by reviewing and editing existing copy and drafting new copy for website and print collateral in collaboration with external-facing teams (admissions, alumni, etc)

(35%) Create and maintain content for diversity website section

- Generate and execute new ideas for content and features
- Regularly write review and refresh written and visual content for [mitsloan.mit.edu/diversity website section](https://mitsloan.mit.edu/diversity-website-section)
- Use keen judgement to decide what editorial content and DEI activities are appropriate and compelling for global business leaders and create the modules and copy updates accordingly
- Develop meaningful relationships with student leaders of affinity groups and oversee and edit their content submissions for the Community Voices section of the diversity site
- Maintain annual calendar of important events to proactively highlight or feature

(30%) Interact with staff and student groups to raise awareness of DEI communications and source ideas

- Meets regularly to build relationships with other communicators around the school (e.g. Admissions, Office of External Relations) and keep them informed of new content on a regular basis



- Source ideas for profiles and stories through connections in the student community (such as senators and club leaders) and the alumni team
- Generate ideas for ways to feature community content on the website and other channels

Other Duties as assigned and required

Supervision Received:

This position resides within the Office of Communications and is supervised by the Director, Marketing Content and Special Projects with a strong dotted line to the Assistant Dean, Diversity, Equity, and Inclusion in the MIT Sloan DEI Office.

Supervision Exercised: The person in this role oversees contractors and freelancers as needed.

Qualifications and Skills:

Required:

Education: Bachelor's degree required.

Experience: Minimum 3 years' experience writing marketing communications

Skills:

- Excellent written and verbal communications skills.
- Ability to establish and promote good working relationships across the school.
- Ability to listen carefully and synthesize information accurately and concisely.
- Outstanding organizational skills and detail orientation.
- Ability to be flexible and creatively solve problems.
- Ability to thrive on diverse teams.
- Commitment to an engaged, energetic, and inclusive office culture.

Preferred:

- Journalism background preferred.
- Experience with diversity, equity, and inclusion efforts and communications preferred.
- Familiarity with the Drupal content management system
- Familiarity with video editing and production
- Ability to create presentations in PowerPoint using a template

Competencies:

- Collaborates with others
- Communicates openly and effectively
- Demonstrates desire and drive for learning
- Is self-directed and proactive
- Manages ambiguity and navigates change
- Acts with caring and a sense of community
- Builds diversity and inclusion

** To comply with regulations by the American with Disabilities Act (ADA), the principal duties in job descriptions must be essential to the job. To identify essential functions, focus on the purpose and the result of the duties rather than the manner in which they are performed. The following definition applies: a job function is essential if removal of that function would fundamentally change the job.