

Global Associate Recruiting Senior Coordinator – Diversity & Inclusion

Department: Associate Recruiting

Organizational Relationship: Reports to Global Associate Recruiting Manager – Diversity & Inclusion

FLSA Status: Exempt

Last Updated:

General Summary:

The Global Associate Recruiting Senior Coordinator - Diversity & Inclusion leads the Diversity, Equity & Inclusion (“DEI”) vertical's administration, develops and informs marketing and recruiting strategies while also analyzing data and ensuring continuous service improvements.

Essential Duties and Responsibilities:

“Essential duties” are those that an individual must be able to perform with or without reasonable accommodation.

1. Leads the administration of the DEI vertical
2. Develops and maintains relationships with career services offices and student organizations
3. Represents the firm at recruiting events and external functions
4. Develops budgets and monitors expenses for the DEI vertical
5. Works with the Manager(s) of Associate Recruiting and/or Director(s) of Associate Recruiting and others to identify new marketing strategies
6. Drafts updates and develops presentations for internal and external audiences to provide updates on the DEI-related efforts of the Associate Recruiting Department
7. Collects and analyzes data to inform associate recruiting strategies
8. Stays abreast of current technologies and market trends
9. Delivers executive summaries related to trends and competitive scenarios
10. Represents the firm through active involvement in organizations
11. Ensures continuous service enhancements through benchmarking
12. Uses project management methodology for each project
13. Collaborates with staff members at all levels of the firm's administrative departments
14. Supervises coordinators, assistants, and interns in the department
15. Acts as liaison between the Associate Recruiting Department and other stakeholders
16. Develops training programs for Associate Recruiting staff
17. Completes special projects on various initiatives as needed
18. Promotes effective work practices, works as a team member, and shows respect for co-workers

About the Role

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As an Associate Recruiting Senior Coordinator - Diversity & Inclusion, you will be working closely with the Global Associate Recruiting Manager - Diversity & Inclusion to support the Recruiting Committee and the Diversity Leadership Committee to administer the firm's global DEI recruiting programs. Other key responsibilities include:

- Enhances the strategy and process for the firm's DEI-related law school outreach
- Acts as the management lead for the firm's DEI recruiting programs, including scholarship programs, pipeline initiatives, and academies with clients and key external stakeholders
- Serves as the liaison to the Diversity Leadership Committee, communicating and collaborating with global and local Affinity Group and Multicultural Promotion & Attainment Coalition attorney and staff leaders on various projects and subcommittees
- Introduces innovative initiatives to diversify the pipeline of legal talent; leads the leadership buy-in and approval process

Position Specifications

Education

- Bachelor's degree or equivalent required

Work Experience

- A minimum of 3 years' experience in legal recruitment or professional services required

Knowledge, Skills & Abilities

- Well-developed and professional interpersonal skills; ability to interact effectively with people at all organizational levels of the firm
- Ability to work in a team environment with a customer-service focus
- Strong communication skills, both written and verbal
- Ability to handle confidential and sensitive information with the appropriate discretion
- Advanced organizational skills needed to manage time well, prioritize effectively, and handle multiple deadlines
- Ability to supervise work of others to ensure compliance and accuracy
- Ability to perceive and analyze complex problems and a capacity to make or recommend sound decisions
- Ability to undertake large, long-term projects, develop alternative methods to complete them, and implement solutions
- Ability to use independent judgment and discretion when making majority of decisions
- Knowledge and proficiency in PC applications, including MS Office and other programs necessary to complete thorough analyses and reports. Advanced PowerPoint, HTML, and database management skills
- Knowledge and proficiency in applicant tracking systems and interview platforms

Additional Requirements

- Occasional travel may be required.

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Physical Demands

- Extensive time using a computer including use of a PC keyboard and mouse or similar data input devices is required.

Working Conditions

All Latham & Watkins positions are in a typical indoor office environment.

The statements contained in this position description are not necessarily all-inclusive; additional duties may be assigned, and requirements may vary from time to time, and from location to location.