

## Diversity, Equity & Inclusion Specialist

### **About Us**

The mission of the IFS Institute (“IFS”) is to bring more Self leadership to the world. IFS is a transformative, evidence-based psychotherapy, based on the view that the mind is naturally multiple and that we all have a core Self that can’t be damaged and that knows how to heal.

The IFS Institute provides training for professionals and organizations globally, an annual conference, a practitioner directory for those looking for IFS trained providers, and a growing number of online courses, books and other resources.

Our goal is to create learning environments and a community that teach and support the internal welcoming of parts that have been exiled, shamed, or marginalized within our systems so that they may be seen, heard, valued, and ultimately healed. Building and supporting a diverse workforce is foundational to this goal and we are a committed equal opportunity employer.

To learn more about our growing organization, view a few of our [introductory IFS videos](#).

### **About You**

Reporting to the Chief Executive Officer, the **Diversity, Equity & Inclusion Specialist** will play an integral role in shaping and implementing initiatives to embed progressive DE&I practices into all aspects of IFS’s strategy and operations, including people development, training program delivery, annual conference planning, curriculum development and community engagement. This newly created position is designed to work across the organization and the community and will involve partnerships with a range of stakeholders.

The successful candidate will be a confident leader, and have demonstrated expertise in DE&I issues, as well as exceptional judgment, well developed interpersonal and relationship-building skills, and, have a desire to play a key role in shifting IFS’s culture toward a community that embodies diversity, equity, and inclusion.

IFS is managed as a distributed team that uses technology and periodic in-person gatherings to stay connected. We are seeking someone who is comfortable with and skilled at remote work, leadership, and collaboration. We have two base locations – Chicago and Toronto and have a preference, but not a requirement, for this role to be in one of these two locations.

## **Job Description**

### **Primary Responsibilities**

- Partner with IFSI leadership and staff, DE&I Committee, Trainers and Training Staff and other relevant stakeholders to identify, shape and implement DE&I initiatives and track progress toward goals
- Develop and/or acquire and implement training and development programs/expertise to aid DE&I initiatives and improve the effectiveness of learning program delivery
- Maintain knowledge of diversity-related topics and best practices and approaches developed within the IFS Community
- Encourage and facilitate open and practical conversations across the organization to support greater DE&I understanding, repair and identification of growing edges for individuals and the organization, and identify barriers to progress
- Oversee management of Staff and Trainer Affinity Groups (if implemented), including communication, planning and stakeholder management
- Increase awareness of our programs in under-represented communities and oversee organization of programs supporting these communities
- Advise and support the Director of Talent Management and North American Talent Manager on ways to embed DE&I into the recruitment, retention and development of our Trainers and Training Staff
- Collaborate with Curriculum and Training Teams to ensure that programs and materials reflect the communities that we wish to serve
- Create a network of alliances in similar roles in similar organizations to stay connected with industry practices

### **Role Requirements**

- Three to five years of experience in DEI in an educational or professional services environment, preferably in a growing organization
- Dedication to the continual progression of diversity and inclusion policies
- Strong desire to do meaningful work that creates positive change in the world
- Awareness of the context and cultures within organizations that impact the implementation and management of effective change efforts
- Highly organized, strong communicator, community builder and DEI advocate
- Excellent writing and presentation skills

### **How to Apply:**

- *Email your Resume and Cover Letter to [andrea@ifs-institute.com](mailto:andrea@ifs-institute.com).*