

Diversity Coordinator

Job Description

(3 year term)

Purpose

The role of the Diversity Coordinator is to provide support for diversity and outreach initiatives, increasing diversity and support for underrepresented groups in PASC

Duties

- Oversee the Diversity committee.
- Ensure there is a DEIB component in all PASC programs and events.
- Coordinate with Camp Coordinator and Camp Directors to create a daily Diversity and Inclusion curriculum for PASC Summer Camps.
- Create a Diversity and Inclusion training for the PASC Executive Board.
- Be a point-person for diversity/inclusion training sessions.
- Maintain an emphasis on PASC's representation in programming and membership for all student leaders, focusing on high-minority, low-income student populations.
- Coordinate with Region Directors and Region Representatives to determine schools to target in each region.
- Reach out to high-minority and/or low-income PA schools at a minimum of once per month.
- Procure funding for targeted scholarships to PASC programs and events for high-minority and/or low-income PA schools.
- Coordinate with Professional Development Coordinator to provide DEIB options for advisors.
- Coordinate with the Marketing & Public Relations Coordinator to share and promote information regarding scholarships available for high-minority and/ or low-income students and schools.
- Maintain and update all relevant information and applications on [pasc.net](https://www.pasc.net)

Other Expectations

- Attend all Executive Board meetings during the year (1 virtual, 1 in person)
 - Hold, at least, two virtual committee meetings per year.
 - Prepare an agenda for each committee meeting.
 - Coordinate with the student committee chair on agenda and report for the Executive Board meetings.
 - Respond to emails and other correspondence in a timely manner
 - Maintain and update all relevant dates on the PASC master calendar.
- More detailed information available upon request

How to Apply

Complete an application, available at <https://www.pasc.net/exec-board-positions>
Please send any questions to executivedirector@pasc.net

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