The Federation of American Societies for Experimental Biology (FASEB) seeks a **Diversity, Equity, and Inclusion (DEI) Initiative Coordinator**. FASEB advances health and well-being by promoting research and education in biological and biomedical sciences through collaborative advocacy and service to 29 scientific societies and their members.

**Position Title:** Diversity, Equity, and Inclusion Initiative Coordinator  
**Location:** Bethesda, MD  
**Status:** Exempt, 37.5 hours/week  
**Reports to:** Director of Science Policy  
**Department:** Office of Public Affairs  
**Date:** August 19, 2020

**Primary Function:**

Coordinates Federation-wide initiatives to enhance diversity, equity, and inclusion (DEI). Identifies opportunities for collaboration among FASEB member societies and external organizations. Develops initiatives to further FASEB’s DEI Strategic Plan goals. Serves as staff liaison for FASEB’s DEI Committee. Works with FASEB’s Science Policy team to ensure DEI perspectives are represented in policy analyses and statements.

**Major Duties:**

- Oversees implementation of initiatives to support FASEB’s DEI Strategic Plan and goals,  
- Initiates and leverages strategic partnerships with external organizations to develop and sustain Federation-wide DEI programs  
- Advises FASEB leadership on opportunities and challenges associated with DEI efforts  
- Maintains strong and effective working relationships with FASEB member society staff and other stakeholder organizations  
- Collects, synthesizes, and analyzes data from FASEB member societies and external sources (including federal agencies) to inform and monitor progress of DEI initiatives  
- Provides regular updates on progress towards DEI goals to audiences including FASEB leadership, member society staff, and the research community at large  
- Contributes to FASEB’s communication activities, including writing information briefs, articles for FASEB and society newsletters, and external publications, and developing content for the FASEB public affairs webinar series  
- Provides staff support to FASEB’s DEI Committee and working groups
Participates in and supports Capitol Hill Days, briefings, and meetings hosted by FASEB or FASEB member societies as needed

**Skills Required:**
- Experience developing solutions to address DEI within an organization; familiarity with DEI issues in STEM disciplines a plus
- Ability to interpret and synthesize information from multiple sources, quickly determining relevance to the FASEB community and options for action
- Excellent written and verbal communication skills
- Strong interpersonal skills and ability to work with a team
- Capacity to manage multiple projects with minimal oversight and varied timelines
- Ability to prioritize and meet deadlines

**Education and Experience:**
- Bachelor’s or Master’s degree with experience in higher education policy and career development programming preferred; experience with STEM disciplines, a plus
- Three to five years professional experience preferred

**Working Requirements:**
- Sitting for a full work day, extensive use of computer keyboard, mouse, and monitor
- Regular local travel to attend meetings and conferences; limited multi-day travel
- Limited weekend/extended work days

Please visit this site to submit a cover letter, CV/Resume, and a policy-oriented writing sample (no research manuscripts): [https://www.faseb.org/employment](https://www.faseb.org/employment)

FASEB is an Equal Opportunity Employer

For more information on FASEB, please visit: [www.faseb.org](http://www.faseb.org)