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Inclusion, Opportunity & Community Senior Coordinator

Department: Human Capital & Talent

Organizational Relationship: Reports to the Manager of Inclusion, Opportunity & Community

FLSA Status: Exempt

Last Updated: November __, 2026

General Summary:

The Inclusion, Opportunity & Community Senior Coordinator works with the Manager of Inclusion, Opportunity & Community to support all projects and initiatives related to the firm's lawyer and business services professional ("BSP") affinity groups, the blended lawyer and BSP networks (collectively referred to herein as the "Affinity Groups"), and the firm's multicultural coalitions for lawyers and BSPs.

Essential Duties and Responsibilities

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

1. Supports the launch and management of all of our Affinity Groups and multicultural coalitions, including assisting with leadership rotations, onboarding new leaders, leadership calls, managing membership rosters, maintaining email distribution lists, and budget analysis.
2. Explores and develops new approaches to managing Affinity Group programming and membership rosters, leveraging technology and the firm's platforms to enhance process efficiency, streamline coordination, and improve accuracy.
3. Works closely with the Manager of Inclusion, Opportunity & Community to help implement the global strategy for all Affinity Groups and multicultural coalitions and execute on all global initiatives and programs, including cultural heritage and recognition programs, social and community building events, professional development programs, mentoring initiatives, and sessions at firm academies, and orientation programs for new hires, summer associates, and law students.
4. Drafts email communications for Affinity Groups and multicultural coalitions, including event invitations and newsletters.
5. Handles all aspects of event planning for Affinity Group meetings and programs for members and leaders. Works closely with Events, Business Development, and Technology Departments.
6. Helps develop and maintain shared resources for all Affinity Group and multicultural coalition leaders, including orientation guides, event planning best practices, and intranet site content.

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7. Assists with Affinity Group-led community engagement and pro bono projects, summer associate events, and client events.
8. Conducts industry research in support of Affinity Group and multicultural coalition initiatives.
9. Researches and coordinates with external guest speakers for Affinity Group and multicultural coalition events. Includes preparing detailed discussion outlines and liaising with speaker agencies.
10. Completes special projects as needed for the Inclusion, Opportunity & Community ("IOC") Committee and the Global Citizenship Department.
11. Collaborates with the Brand & Communications and Office of General Counsel teams on communications strategy, content, and approvals for Affinity Group and multicultural coalition communications, initiatives, and activities.
12. Works with various firm departments and committees while executing projects. In particular, works closely with the Legal Talent, Attorney Recruiting, Pro Bono, Community Engagement, Events, Business Development, Technology, Human Resources, Office of General Counsel, and Brand and Communications teams.
13. Promotes a fully inclusive environment, employs effective work practices, works as a team member, and shows respect for co-workers.

Position Specifications

Education

- Bachelor's degree required.

Work Experience

- Two (2) to three (3) years related administration experience desired.

Knowledge, Skills, and Abilities

- Strong written and verbal communication skills.
- High level of attention to detail to support the delivery of excellent work product, compliance, consistency, and accuracy.
- Advanced project management and organizational skills needed to manage time well, prioritize effectively, and handle multiple deadlines within tight timeframes.
- Ability to take initiative and work independently as needed, exercising sound judgment and following through on tasks.
- Well-developed and professional interpersonal skills. Ability to interact effectively with people at all organizational levels of the Firm.
- Ability to handle confidential and sensitive information with the appropriate discretion.
- Ability to work in a team environment with a customer service focus.
- Knowledge and proficiency in PC applications, including MS Office. Fluency in Microsoft Excel, Word and PowerPoint strongly preferred.

Physical Demands

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

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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.