

Inclusion, Opportunity & Community Manager

PeopleSoft Job Code / Title: 7156 / HC&T Manager
Department / Subdepartment: Human Capital & Talent / Global Citizenship & Community Engagement
Organizational Relationship: Reports to Level 6 or above
FLSA Status: Exempt
UCM Level: Level 5
Last Updated: September 14, 2026

Department / Subdepartment Overview

Human Capital & Talent is a global platform in support of the lawyers' and business services professionals' experience and skills. Our human capital function invests in the recruiting, training, development, and benefits of the lawyers and business services professionals.

Global Citizenship & Community Engagement strategically aligns our pro bono, inclusion, opportunity & community, sustainability, and community engagement efforts in ways that advance the firm's objectives, amplify our impact, strengthen our culture, and draw on the power of community.

Role Overview

The Inclusion, Opportunity & Community Manager is responsible for serving as a strategic advisor for and supporting the firm's lawyer and business services professionals ("BSPs") 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 ("Multicultural Coalitions") in partnership with the Inclusion, Opportunity & Community ("IOC") Committee and IOC leadership.

Essential Duties and Key Responsibilities

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

1. Works closely with IOC leadership, the IOC Committee, and the broader IOC administrative team to provide strategic direction, align priorities, and deliver coordinated support to Affinity Group leaders globally
2. Leads the development and continuous improvement of Affinity Group and Multicultural Coalition infrastructure, operations, and best practices, including leadership engagement, communications, subcommittees and working groups, expense review and approval, intranet resources, member feedback, reporting, record keeping, and the formation and launch of new Affinity Groups and Multicultural Coalition chapters
3. Oversees Affinity Group leader rotations and manages onboarding and orientation for new global and local leaders, liaising with Office Managing Partners, Directors of Administration, the Associates Committee, IOC leadership, Human Resources, the Office of General Counsel, and other stakeholders
4. Meets regularly with Affinity Group leaders to guide the development and execution of annual strategies and budgets, and organizes cross-group meetings to promote information sharing, coordination, consistency, and partnership across groups
5. Identifies and advances partnership opportunities across lawyer and BSP Affinity Groups and Multicultural Coalitions, and develops shared resources, processes, and tools to support all groups at the firm

6. Plans and executes global Affinity Group initiatives and programs, including cultural heritage and recognition programs, social and community-building events, mentoring initiatives, professional development programs, and global sessions at firm academies and orientation programs for new hires, summer associates, and law students
7. Plans and attends Affinity Group meetings and programs for members and leaders, including preparing agendas, identifying and preparing internal and external speakers, developing content, and coordinating logistics
8. Develops and implements training and leadership development opportunities for global and local Affinity Group leaders
9. Provides targeted support to Multicultural Coalition leaders, including onboarding, regular leader calls, and coordination of global activities co-hosted with Affinity Groups
10. Collaborates with the Brand & Communications team on communications strategy, content, and approvals for Affinity Group and Multicultural Coalition communications
11. Drives continuous service enhancements through benchmarking with law firm peers and strategic partnership with firmwide departments and committees (e.g., Legal Talent, Learning & Development, Human Resources, Office of General Counsel, Brand & Communications, Operations, Technology, Pro Bono, Community Engagement, Recruiting, and the Associates Committee)
12. Completes special projects as needed for the IOC Committee and the Global Citizenship Department
13. Promotes effective work practices, works as a team member, and shows respect for co-workers

Knowledge, Skills & Abilities

- Demonstrates a high level of attention to detail and accuracy
- Exceptional and professional interpersonal skills (e.g., active listening), including superior written and verbal communication skills; ability to interact with people at all organizational levels
- Ability to take initiative and work both independently and in a team environment with a customer-service focus
- Ability to undertake large, long-term projects, develop alternative methods to complete them, and implement solutions
- Advanced leadership and project management skills (i.e., organizing, planning, problem-solving, and decision-making) necessary for effective management
- Demonstrates creative, innovative thinking and the ability to turn ideas without precedent into concrete, implementable projects
- Ability to handle confidential and sensitive information with the appropriate discretion
- Thinks critically, analyzes complex issues, recommends sound decisions, and is action oriented
- Proven ability to collect, process, and analyze large quantities of data
- Ability to manage the work of others to support compliance, consistency, and accuracy
- Expert knowledge of PC applications, including the Microsoft suite (PowerPoint, Word, and Excel); knowledge of Tableau is a plus

Position Specifications*Typical Experience*

- Typical years of relevant experience: a minimum of five years' experience in inclusion, opportunity, and community work or professional services, with a strong preference for law firm experience
- Typical years of cumulative experience: a minimum of five years' experience
- Two years of managerial experience desired

Education

- Bachelor's degree or equivalent required
- Juris Doctor or Master's degree in related field preferred

Working Conditions and Physical Demands

- Frequently move (e.g., walk) around the office
- Spend extensive time using a computer, including use of a PC keyboard and mouse or similar data input devices
- Travel may be required
- 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.