

Position: Inclusion and Equity Specialist  
Closing Date: Open until Filled  
Office: Maryland Judiciary, Maryland Judicial Center  
187 Harry S. Truman Parkway, Annapolis, MD

**Essential Functions:** The Inclusion and Equity Specialist (IES) will support workforce diversity and inclusion, and equitable access to the courts, programs, and services in the Administrative Office of the Courts and the Maryland Judicial Branch, particularly through support of the Equal Justice Committee and its subcommittees. The IES will build sustainable Judiciary-wide approaches to strengthen diversity in Judicial Branch workplaces and programs, while improving inclusive and equitable Judiciary operations. The Inclusion and Equity Specialist will use objective assessments, evidence-based approaches, and expert judgment to develop or coordinate changes to policies and procedures, education, and personnel management to leverage diversity and ensure equity and access in the administration and operation of state courts and Judiciary operations. Work may include written assessments and reports or oral presentations to various groups in the Judicial Branch, including judges, clerks, managers, and support personnel.

The Inclusion and Equity Specialist will also support Fair Practices equal opportunity functions including intake and responses to employee and public user inquiries and complaints and assist with investigations and the resolution of complaints as needed. Bachelor's Degree

**Education:** Bachelor's Degree

**Experience:** Five (5) years of professional work experience in administering community, education, or social justice programs in the areas of equal employment opportunity, affirmative action, diversity, inclusion, or equity.

**Note:**

Professional work experience as defined above may be substituted on a year for year basis for up to four (4) years of the required education.

**Skills and Abilities:**

This position requires the following Knowledge, Skills, and Professional Abilities:

- Knowledge of diversity-related issues, legislative developments, and best practices;
- Knowledge of national and regional trends in diversity, equity, and inclusion, and employee engagement and organizational dynamics. • Knowledge of general human resources practices and federal, state, and local equal employment opportunity laws and regulations.
- Skill in working directly with people from a diverse racial, ethnic, socioeconomic, LGBTQ+, and gender backgrounds.
- Skill in dispute resolution.
- Skill in writing, oral listening, and presenting.

- Skill in Microsoft Office Suite or related software, including design and use of spreadsheets and training presentations.
- Ability to discuss, assess, and propose diversity, equity, and inclusion practices, cultural competency, and relevant evidence-based research and best practices.
- Ability to work in collaborative settings as a valued colleague with confidence, professional, and personal discretion, and good judgment in the management of sensitive topics.
- Ability to identify training needs and design and implement training programs and consult with existing internal training programs to deliver training that strengthens diversity in Judiciary workplaces and programs, while improving inclusive and equitable Judiciary operations.
- Performs other related duties as assigned.

**Physical Requirements:** Prolonged periods working in an office and working on a computer. Position likely will require independent travel throughout the State.

**The Maryland Judiciary is a drug-free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, color, religion, age, sex, marital status, national origin, physical or mental disability, familial status, genetic information, gender identity or expression, sexual orientation, or any other characteristic protected by State or federal law. Applicants who need an ADA Accommodation for an interview should request the accommodation when notified of a request to be interviewed. Applicants must be United States citizens or eligible to work in the United States.**

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