



HR Specialist - DEI

JOB SUMMARY

The HR Specialist – DEI supports the coordination and implementation of events, activities, and training in support of embedding diversity, inclusion and cultural competency into the organization’s day-to-day operations, including the training, hiring, retention, marketing, charitable activities, and education.

RESPONSIBILITIES

- Under the direction of the HR Manager and Assistant HR Manager - DEI, develop and implement Diversity & Inclusion initiatives organization-wide.
- Active participation in the D&I Committee to promote diversity & inclusion within the organization (mentoring initiatives, inclusion-focused training, heritage month celebrations, diversity speaker series, etc.).
- Instruction/facilitation, and curriculum development of culture, diversity, equity, inclusion (DEI) education programs designed to enhance knowledge and skills regarding multicultural competency and inclusion.
- Consults with Talent Acquisition team to create and promote talent pipelines and hiring processes that engage diverse and under-represented groups to ensure selection of qualified candidates that influence innovation and diverse perspectives.
- Collaborate with Marketing, Social Media, and Writing departments to ensure inclusive language and tone within internal communication, newsletter, social media, website, and other publications.
- Monitor progress made on the diversity goals by utilizing metrics, survey feedback, hiring and attrition statistics.
- Reviews and updates policies, practices and standards to support and drive culture, diversity, equity, and inclusion across the organization.
- Propose and implement inclusive strategies to reward and recognize team members as well as mobilize the Leadership Team to provide feedback and support
- Moderates one or more affinity/Employee Resource Groups or inclusion programs.

DESIRED QUALIFICATIONS AND SKILLS

- 1-2 years of Diversity & Inclusion experience preferred
- Excellent written and verbal communication skills
- Outstanding interpersonal skills
- Knowledge of human resources management and employment law, including but not limited to EEO provisions.
- Ability to maintain the highest levels of confidentiality, professionalism, attention to detail, and customer service
- Bachelor's degree or professional HR designation preferred