

Diversity Manager

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Job Summary:

The Diversity Manager will develop and implement the organizations diversity initiatives and strategy to attract, hire, and maintain a diverse workplace.

Supervisory Responsibilities:

- None.

Duties/Responsibilities:

- Researches, develops, recommends, and executes creative strategies to foster the organizations diversity goals.
- Reviews current practices and policies, assessing and analyzing the extent to which they support or hinder the companys diversity goals.
- Collects and analyzes statistical data to evaluate the companys population in accordance with diversity standards and goals.
- Drafts and implements recruiting and hiring strategies to attract employees from diverse backgrounds.
- Develops and/or acquires training and development to aid diversity and retention initiatives.
- Provides guidance to supervisory and human resources staff in developing objective performance and other employee evaluations and policies.
- Acts as company liaison with government agencies concerning affirmative action and equal employment opportunities.
- Maintains knowledge of diversity-related issues, legislation, and best practices.
- Provides training and policy updates to colleagues, ensuring legal compliance of management and human resources staff.
- Performs other related duties as assigned.

Required Skills/Abilities:

- Excellent verbal and written communication skills including proven dispute resolution skills.
- Thorough understanding of federal, state, and local equal employment opportunity laws and regulations.
- Excellent organizational skills and attention to detail.
- Strong analytical and problem-solving skills.
- Proficient with Microsoft Office Suite or related software.

Education and Experience:

- Bachelors degree in Human Resources or related field required; Masters degree preferred.
- At least five years of Human Resources or related experience required with at least three years specializing in equal employment opportunity, affirmative action, and diversity programs.
- SHRM-CP or SHRM-SCP preferred.

Physical Requirements:

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.

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