DIVERSITY & INCLUSION COORDINATOR

Description:
The Diversity & Inclusion Coordinator reports to the Human Resources Manager and is responsible for coordination of agency diversity and inclusion efforts to ensure equality in carrying out the agency’s mission: *To conceive and develop effective interventions, which will enable individuals to avoid unnecessary levels of incarceration, enhance community safety and provide a setting that facilitates treatment and the reduction of recidivism.* This position will assist with developing an agency-wide strategy to address both diversity and inclusion needs for employees and clients, including identifying and eliminating barriers and bias.

Essential Duties and Responsibilities:
- Maintain agency-wide strategy for diversity and inclusion
- Develop and implement outreach plans to attract job candidates
- Analyze and coordinate training needs in the areas of racial justice, diversity and inclusion
- Oversee, lead and participate in Diversity & Inclusion Committees throughout the agency
- Serve as a point person for internal complaints and concerns regarding equality; assist with investigations
- Serve as the agency’s Affirmative Action Officer

Minimum Qualifications:
1. Bachelor’s Degree in Human Resources, Business or Public Relations or related field; years of substantially related work experience may be considered in lieu of a related degree.
2. 1-2 years experience implementing diversity and inclusion recruitment and outreach programs.
3. Knowledge of local, State and Federal laws and regulations relating to individuals’ rights and discrimination.
4. Demonstrated experience in mediation and conducting investigations.
5. Demonstrated understanding and sensitivity to interactions with individuals from diverse backgrounds and cultures.
6. Excellent verbal and written communication skills, ability to communicate with all levels of the organization, as well as members of the community.
7. Valid driver’s license with good driving record.

When applying for this position, please answer the following questions:
1. Describe your vision of a company culture that is ready and able to facilitate your success in a diversity & inclusion role.
2. Describe your experience in the advocacy, promotion and enhancement of cultural, ethnic, and gender diversity.
3. Tell us something interesting about yourself.

Wage: Based on Experience. Eligible for performance based increase after four months.
Benefits: Available to those who qualify for part-time benefits. Part-time benefits include vision, flex plan, 403b, and pension.

Employer: ATTIC Correctional Services, Inc.  
Location: Madison, WI  
Hours Per Week: Part-time: 20 hours per week  
Shift/Work Days: Flexible; Mon.-Fri. between 8am-5pm

How to apply: Send resume, cover letter and response to application questions to: jobs@correctionalservices.org

Applications without questions will NOT be considered.

AA/EOE Drug Free Workplace
Posting Date: 04/25/16