

DIVERSITY AND INCLUSION OFFICER

The Office of the Attorney General seeks a Diversity and Inclusion Officer with specialization in diversity recruitment, outreach, selection and inclusion. The Diversity and Inclusion Officer will work with those in the OAG to improve opportunities for a more inclusive workforce related to race, ethnicity, disability, gender, gender identity and sexual orientation. This position will report directly to the Director of Human Resources and Office Services.

Applicants should have experience in recommending comprehensive and specific strategies that comport with best practices, to help build a more inclusive workplace. Applicants must develop and maintain relationships with schools, professional organizations and the community, and implement outreach efforts that will encourage diverse hiring. Applicants must have the ability to conceptualize the diversity mission of the OAG and articulate the importance of equity, diversion and inclusion in the mission statement.

EXAMPLES OF DUTIES

- Oversee the diversity and inclusion goals and objectives of the OAG and create processes by which to meet these goals.
- Lead the development and implementation of targeted strategies to attract and welcome diverse employees to the OAG.
- Create a Strategic Diversity and Inclusion Committee.
- Work with HR to identify diversity gaps, including current or projected personnel needs.
- Work with HR to further diversity recruitment policies consistent with current office policies, objectives and needs.
- Develop and advance the diversity mission statement of the OAG among colleges and universities, professional organizations and the community.
- Build strong relationships with colleges and universities, professional organizations and the community to identify and attract diverse candidates.
- Maintain contact with colleges and universities, professional organizations and the community.
- Develop and implement inclusion initiatives, such as multi-cultural events.
- Identify areas of improvement in multi-cultural or minority support within the OAG.

MINIMUM EXPERIENCE AND TRAINING

- Bachelor's Degree in business administration, or equivalent relevant work experience.
- Minimum 5 years' experience in outreach initiatives and / or diversity recruitment efforts, including attracting and maintaining a diverse workforce.
- Excellent organizational and communication skills are required.
- Demonstrated knowledge and experience in establishing initiatives and processes in outreach and sourcing strategies.
- Demonstrated ability to establish effective partnerships and to work collaboratively and effectively among departments and in the community.
- Demonstrated ability to develop and present diversity training programs office-wide, including managerial training to educate and engage leadership and help effectuate diversity change efforts.
- Experience in a union environment preferred.
- Experience in project management preferred.

Salary: \$70,000 - \$85,000 commensurate with experience

To apply, please go to www.attorneygeneral.gov. Please indicate that you are applying for the Diversity and Inclusion Officer position. Applications will be accepted through Monday, April 9, 2018.