



FREDERIK MEIJER Gardens & Sculpture Park

JOB DESCRIPTION – HUMAN RESOURCES & DIVERSITY SPECIALIST

Department: Human Resources & Volunteers

Pay Type: Full-time, Hourly, Non-Exempt

Supervisor: Director of HR & Diversity Engagement

Last Reviewed: November 28, 2022

Position Summary: Provide support and guidance to the Meijer Gardens' Human Resources and Volunteer department. In partnership with the Director of Human Resources & Diversity Engagement, develop and implement the organizations diversity initiatives and strategy to attract, hire, and maintain a diverse and inclusive workforce and volunteer base.

Essential Functions:

- Actively recruit new group and individual volunteers, with a focus on growing the diversity of the organization
- Maintain a positive and approachable presence to promote and foster inclusive work environment
- Assist with new hire and volunteer orientations and trainings
- Help develop informational and educational communications to staff and volunteers
- Assist with implementing technology to streamline processes and improve consistency
- Support the work of the Diversity Action Council (DAC) by assisting in planning workplace / organizational equity, diversity, and inclusion initiatives, undertaking research, advising on matters that might be brought to the DAC, representing the DAC at other planning tables as needed
- Schedule, coordinate, and facilitate monthly diversity education lecture series
- Schedule, coordinate and record minutes for Diversity, Equity, Inclusion, and Belonging (DEIB) committee meetings
- Researches, develops, recommends, and executes creative strategies to foster the organizations diversity goals
- Develops and/or acquires training and development to aid diversity and retention initiatives.
- Provides guidance to human resources management in developing objective evaluations and policies.
- Maintains knowledge of diversity-related issues, legislation, and best practices
- Provide recommendations of policies and procedures ensuring they support diversity, equity and inclusion objectives
- Assist with establishing recruitment partnerships and conduct outreach.
- Other duties as assigned by the Director of Human Resources and Diversity Engagement

Organizational Expectations:

- Embrace and adhere to Meijer Gardens' mission, brand statement, operating model, policies, procedures, and guiding principles with a strong emphasis on professional behavior and treating others with dignity and respect
- Embrace the fact we are a non-profit institution that serves the public and that you will work with a broad and diverse group of employees, volunteers, members, and guests

Education & Qualifications Preferred:

Education: Bachelor's degree in Business Administration or related field preferred; High school diploma or equivalent required

Experience: At least 2 years' experience in an administrative or support role. Experience coordinating volunteers as well as time spent as a volunteer. Experience developing and administering organization wide diversity initiatives.

Skills: Experience utilizing and maintaining volunteer management software. Proficiency in Microsoft Office Suite and Outlook. Outstanding rapport with people and excellent writing, speaking, and listening skills. Demonstrate the ability to maintain confidentiality.

Working Conditions: Regular office environment; occasional assignment to off-shift or weekend duties. Requires ability to operate computer and other office equipment, plus mobility in office, grounds and exhibit areas and ability to lift

up to 10 pounds frequently and up to 25 pounds occasionally. There will also be some time spent outdoors; primarily in the summer months.

I have reviewed and I understand the job description highlighted above.

Signature

Date