

MEA is deeply committed to diversity and inclusion in its hiring practices. We are an affirmative action, equal opportunity employer. People of color, women, and members of other historically marginalized social identity groups are encouraged to apply.

M 35-21-22

POSTING DATE: August 19, 2022

TERMINATION DATE FOR APPLICATIONS: Until Filled

POSITION: **DIRECTOR OF DIVERSITY,
EQUITY & INCLUSION**

COMPENSATION/BENEFITS: Grade 10

STAFF RELATIONSHIP: Responsible to Earl Wiman
Interim Executive Director

EMPLOYMENT DATE: As soon as possible

SEND APPLICATION AND RESUME TO: **Human Resources Department**
Michigan Education Association
1350 Kendale Blvd., P.O. Box 2573
East Lansing, MI 48826-2573

RESPONSIBILITIES:

Work closely with the Human Resources Director and the DEI Core Committee to promote and support organizational efforts to maintain a diverse, equitable, and inclusive work environment where employees of all backgrounds can grow and thrive.

Identify policies and practices that impede the goals of DEI and suggest solutions. Work to ensure equitable and inclusive application of all policies, practices, and procedures.

Manage investigations under the Harassment & Discrimination Policies and other policies as assigned.

Work with MEA, MESSA, and MEAFS staff to develop antiracist, anti-discriminatory, and inclusive workplace culture and norms.

Serve as the Equal Employment Opportunity (EEO) supervisor.

Serve as a staff liaison to and provide strategic support to the Core Diversity Committee.

Serve as a staff liaison, as assigned, to appropriate committees of the MEA, MESSA, MEAFS Boards.

Help maintain compliance with state and federal anti-discrimination statutes and regulations.

Provide reports to the MEA, MESSA, and MEAFS Boards as requested.

Act as a resource on DEI for the management teams of MEA, MESSA and MEAFS.

Provide input on policies and procedures related to Affirmative Action and Discrimination/Harassment.

Administer the affirmative action policies of MEA, MESSA, and MEAFS and report to the applicable boards. Make recommendations on appropriate remedial actions when goals are not met.

Monitor employee-hiring practices throughout the organizations to ensure nondiscrimination. Convey strategies to search and hiring committees to meet the goals of the affirmative action policies.

Ensure that departments develop strategies for areas where under-representation exists. These may include outreach efforts to build the applicant pool, monitoring of, creation and revision of policies.

Coordinate and provide trainings to staff, managers, and leaders regarding DEI and inclusive policies and practices.

Facilitate courageous conversation and help mediate conflicts.

Build and expand external partnerships in support of the DEI mission.

MINIMUM QUALIFICATIONS:

Bachelor's degree from a four-year college or university; or certification and/or advanced education in the area of diversity, cultural awareness, civil rights advocacy, racial studies, or similar situated areas.

Experience in human resources and/or leading diversity efforts in an employment setting.

Proficiency with Microsoft Office applications.

Excellent written and verbal communication skills, including public speaking and report writing.

Ability to research and apply applicable laws, rules and regulations, in partnership with the Human Resources Director and legal counsel.

Ability to analyze policies/guidelines/union contracts and develop DEI strategies using a thoughtful and inclusive approach.

Problem solving, critical thinking and decision-making skills.

Ability to analyze data and make recommendations to all levels of management.

A consensus-builder and collaborator; ability to interact with empathy. Deep passion for and commitment to honest and courageous conversations and reflection about racial justice, social class, DEI topics and issues faced by other historically marginalized groups. Ability to facilitate conversation.

Ability to meet people where they are and support personal growth.

Ability to interact and form strong relationships with all levels of the organizations, including union leadership and governance.

Capability to resolve conflict over sensitive or complex issues.

Ability to coordinate the delivery and development of DEI training for staff, governance, and leaders, and assist in leadership development in the context of DEI and unconscious bias.

Ability to develop metrics for measuring the effectiveness of MEA/MESSA/MEAFS diversity initiatives/policies including benchmarks and promoting accountability for diversity measures.

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, union leaders, staff members, governance leaders/ members.

Maintain the highest degree of confidentiality.

June 2, 2021