

**Position:** Justice, Equity, Diversity & Inclusion (JEDI) Coordinator



**FLSA Classification:** Exempt

**Reporting Relationship:** Director, Human Resources

## **ABOUT BIG BROTHERS BIG SISTERS (BBBS) OF METRO CHICAGO:**

**BBBS Metro Chicago's Mission** is to create and support one-to-one mentoring relationships that ignite the power and promise of youth.

**BBBS Metro Chicago's Vision** is that all youth achieve their full potential.

BBBS is an affiliate of the oldest, most respected mentoring organization in the US. BBBS is a professionally managed, mission driven, performance based organization providing high quality, safe and impactful 1:1 mentoring services to over 2,000 children/families across four counties in Metro Chicago: Cook, DuPage and Lake Counties in Illinois and NW Indiana.

As Metro Chicago and Northwest Indiana's largest donor and volunteer supported mentoring network, BBBS makes meaningful, monitored matches between adult volunteers ("Bigs") and children ("Littles") from age seven through high school graduation. Private corporate, foundation and individual contributions provide 94% of BBBS' revenue base upon which we build programming that meets the needs of each child individually. Our programs are proven to keep kids in school, build positive behaviors and on the path to post-graduate success. Learn more at [www.BBBSCHGO.org](http://www.BBBSCHGO.org).

**BBBS Metro Chicago's Core Value** is that we deeply believe Diversity, Equity and Inclusion is paramount and fundamental to BBBS's success. We all work to build and maintain an inclusive and equitable work environment for our staff, volunteers, and program participants. It is our belief that every staff member should embrace JEDI principles in the decision making process. Therefore, we fully expect the ideal candidate will carry out their function with these core values in mind and treat everyone respectfully, fairly and equitably.

### **Position Summary:**

The main function of the JEDI Coordinator is to foster a culture of community, diversity and inclusion, and support staff to identify opportunities of equity that impact the agency and its constituency. The JEDI Coordinator will work closely with the Director of Human Resources and leadership to implement the agency's diversity and inclusion initiatives, and strategies to attract, hire and retain a diverse work place. The JEDI Coordinator will be responsible for assisting with the execution of JEDI trainings and other agency strategies to continue fostering an equitable workplace for all BBBS staff.

**Supervisory Responsibilities:**

This position has no supervisory responsibility.

**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 Agency's diversity goals at all levels
- Collects and analyzes statistical data to evaluate the Agency's population in accordance with diversity standards and goals.
- Collaborates with the Director of Human Resources to draft and implement recruiting and hiring strategies to attract employees from diverse backgrounds.
- Lead the Agency Diversity Committee.
- Support and implement diversity and inclusion initiatives, as set by BBBS Leadership and assists the Director of Human Resources and Program Leadership with executing relevant JEDI strategies.
- Coordinates the scheduling of Diversity Team meetings, affinity group meetings, and relevant diversity and inclusion events or programming.
- Develops and/or acquires training and development to aid diversity and retention initiatives for agency constituencies.
- Initiates and communicates the agency's diversity and inclusion commitment and activities
- Maintains knowledge of diversity-related issues, legislation, and best practices.
- Performs other related duties as assigned

**Skills and Qualifications:**

- A passion for the Big Brothers Big Sisters' mission
- Highly organized, and proactive with a strong sense of initiative and a demonstrated ability to think critically and problem solve
- 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.
- Excellent project and time-management skills
- Excels at working in a fast-paced environment, meeting concurrent deadlines and effectively managing time and priorities
- Strong communications skills, including a proven ability to communicate (written and orally) effectively with staff, leadership and external constituents.
- Commitment to diversity and a strong interest in planning JEDI activities that promote multicultural programming
- Capacity to work with and lead JEDI staff committees

**Requirements:**

- Bachelor's degree in Human Resources or related field required
- At least three 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.
- Experience with non-profits
- Must be willing and able to work with diverse populations
- Proficiency with Microsoft Office (including Outlook, Excel and PowerPoint)

**Work Environment:**

This position operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

[BBBS Career Page](#)

Big Brothers Big Sisters of Metropolitan Chicago  
Attn: Human Resources  
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**BBBS is an Equal Employment Opportunity Employer**

**EEOC Statement** – Big Brothers Big Sisters of Metropolitan Chicago provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex (including pregnancy, gender identity and sexual orientation), national origin, age (40 or older), disability or genetic information. In addition to federal law requirements, Big Brothers Big Sisters complies with applicable state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

