

Diversity, Equity and Inclusion Coordinator

Supervisor: Human Resources Director

Full Time

Increase awareness and capacity regarding diversity, equity and inclusion within the City of East Lansing

Perform outreach and relationship building with community, stakeholders and organizations including specifically outreach to minority communities.

Facilitate the DEI committee within the City of East Lansing.

Recommend improvements and training opportunities to the CM and HR Director on DEI within the City organization.

Liaison with MSU on issues of diversity equity and inclusion as needed.

Serve as professional staff support to the committees as assigned.

Assist in recruitment and outreach in order to facilitate greater diversity in job applicants

Provide support and assistance to the MLK Holiday Commission.

Represent the City of East Lansing on Community Boards and at special events as assigned.