



Diversity Coordinator

TRUSTED **VALUES**. INNOVATIVE **SOLUTIONS**. SHARED **GROWTH**®

Location: Chesterfield, MO **Department:** Human Resources **Reports To:** Director of Talent and Inclusion

Your Role: Responsible for the coordination and implementation of workshops, programs, tasks and other duties related to internal and external talent and inclusion initiatives for all Dot Foods locations by performing a broad spectrum of administrative and analytical tasks under the direction of the Director of Talent and Inclusion

- Primary goal is to assist with tracking, monitoring and maintaining accurate reporting related to diversity, talent, and company-wide diversity strategies
- Help foster strong partnerships with cross-functional stakeholders inside and outside the business
- Assist with inclusion and diversity events, projects, and implementation
- Provide support to various company diversity initiatives, especially those derived from Dot's Employee Resource Groups, Women's Leadership Group, Inclusion and Diversity Champions
- Manage I&D Newsletter and internal communication channels, such as Dot's intranet collaboration site, on behalf of the Talent & Inclusion Department
- Applies lean thinking and tools to eliminate waste in all areas of the position
- Maintain knowledge of current and emerging diversity and inclusion principles and best practices

We Need You To Have:

- High school diploma or General Equivalency Degree
- Effective communication skills both oral and written
- Proven analytical and problem-solving skills
- Excellent organizational and leadership skills
- Proficiency with Microsoft Office 2010
- Proven ability to build relationships and engage with partners.

We'd Like You To Have:

- Bachelor's degree in a related field
- General knowledge of inclusion and diversity programs with a talent focus.
- Basic understanding of project management
- Event and training coordination skills

What Can Dot Offer You?

As a family-owned and -operated company since 1960, Dot Foods has created a strong team-based culture within the business. As a vital part of that team, we want to ensure you feel included and respected for any differing ideas. We appreciate those opinions and count on them to make us successful. In addition to an inclusive working environment, we will provide you with:

- \$15.75- \$23.63
- An inclusive work environment where your talents can be fully utilized
- Flexible work schedule after one year
- Commitment to personal development and growth with your own tailored plan

Safety: This position assumes responsibility for the workplace safety of self and co-workers, and for the safety conditions of the work locations, exercise and promotes safe behaviors and show unyielding support of programs, rules and policies regarding safety.

EOE/AA Employer: Dot provides equal employment opportunities to all employees and applicants for employment based on merit and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including and not limited to recruiting, hiring, placement, and promotion.