

**JOB OPENING**  
**DIVERSITY SPECIALIST**

**FedEx Freight**

Harrison, AR

2/10/2014

**POSITION OVERVIEW:**

Analyze, design, develop, coordinate, evaluate, deliver and implement diversity programs, communications and education.

**ESSENTIAL JOB DUTIES/RESPONSIBILITIES:**

1. Assess, design, develop, maintain and implement rollout of diversity education, training, awareness programs, multiple venues of communication, diversity website & SharePoint site
2. Facilitate diversity education to multiple audiences (e.g. monthly diversity council calls, manager orientation, new hire orientation, on-site field, department, leadership and community education)
3. Assist in development and execution of diversity activities and functions in support of diversity objectives (e.g. teambuilding activities, company wide diversity council projects, diversity mentors and diversity teams)
4. Provide support to and management of the council process (e.g. coaching, mentoring, technical assistance, overseeing adherence to diversity council requirements, membership reviews, council selection, updating records, photos, and communication)
5. Provide support to operations and management by attending Operations, Human Resources and Fleet Maintenance call/meetings to ensure understanding, support and collaboration with these functions
6. Analyze and gather data and produce reports that provide progress against diversity metrics and actions plans
7. Work with recruitment to identify needs in relation to company's diversity objectives

**Disclaimer:** This job description is general in nature and is not designed to contain or to be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the job.

**QUALIFICATIONS:**

- Bachelor's degree or equivalent work experience, plus two (2) years' experience as a Diversity Specialist **OR** two (2) years' experience in Affirmative Action/EEO, Instructional Design, or in another related Human Resources discipline.
- Working knowledge and understanding of Diversity
- Ability to understand, interpret, and perform analysis related to metrics
- Strong leadership, problem solving, time management, organizational and interpersonal skills
- Strong presentation skills in large or small group settings
- Strong written, listening and verbal, communication skills
- Ability to interact with employees and management across all levels as an advocate for diversity
- Excellent coaching, mentoring and facilitating skills
- Proficient in the use of Microsoft Office Suite applications
- Knowledge of and experience with SharePoint preferred
- Knowledge of Human Resources principles, practices and Affirmative Action/Equal Employment laws and regulations, preferred
- Travel required

**For more information or to apply please go to:**

**FedEx.com/careers**

**Job id #53350**

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