



Diversity, Equity, and Inclusion (DEI) Manager, \$30-\$40/hour

Job Summary:

The DEI Consultant will act as the subject matter expert on advancing health and racial equity principles and frameworks in various settings including, but not limited to, community-based organizations, corporations, city municipalities, county and state government entities, and federal agencies. The DEI Consultant will work in partnership with the Chief Executive Officer (CEO) to research, design, implement, and evaluate client company's policies and processes to support the dismantling of systemic racism to bring about equitable and sustainable practices.

Duties and Responsibilities:

- Lead consultant on diversity, equity, and inclusion projects
 - Researches, develops, recommends, and executes creative strategies to foster the client's DEI goals.
 - Reviews clients' current practices and policies, assessing and analyzing the extent to which they support or hinder the client's DEI goals.
 - Collects and analyzes statistical data to evaluate the client's population in accordance with DEI standards and goals.
 - Develops curriculums, presentations, and trainings based upon best practices to train client on DEI frameworks
 - Facilitate change management to support client's implementation of DEI frameworks
 - Provides guidance to supervisory and human resources staff in developing objective performance and other employee evaluations and policies.
 - Acts as company liaison with government agencies concerning affirmative action and equal employment opportunities.
 - Maintains knowledge of diversity-related issues, legislation, and best practices.
 - Provides training and policy updates to colleagues, ensuring legal compliance of management and human resources staff.
 - Manage assigned DEI projects ensuring timely and thorough completion of projects to the satisfaction of the client and AHS CEO
 - Supervise AHS team members and client support staff as appropriate (per guidance from AHS CEO) to ensure timely completion of high-quality projects
 - Performs additional related duties as assigned
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Required Skills & Abilities:

- Adaptable to change and can work in a fast-paced environment.
- Excellent verbal and written communication skills including proven dispute resolution skills.
- Knowledge of diversity, equity, and inclusion frameworks, concepts, and best practices.



- Thorough understanding of federal, state, and local equal employment opportunity laws and regulations.
 - Experience with leading change management regarding DEI principles and matters.
 - Excellent organizational skills and attention to detail.
 - Excellent inter-personal, communication, and presentation skills.
 - Strong project management and time management skills and can work independently.
 - Strong analytical and problem-solving skills.
 - Supervisory experience, preferred.
 - Proficient with Microsoft Office Suite or related software.
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Qualifications:

- Bachelor's degree in Human Resources or related field required with at least 3 years of experience in equal employment opportunity, affirmative action, and diversity programs. SHRM-CP or SHRM-SCP, preferred.

OR

- At least 5 years of years of Human Resources or related experience in equal employment opportunity, affirmative action, and diversity programs required. SHRM-CP or SHRM-SCP, preferred.
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Physical Requirements & Role Type:

- Remote position only.
- Part-time role (20-32 hours per week) with potential to become full-time.
- Must be willing to travel as needed for team meetings at AHS Headquarters in South Florida.
- Prolonged periods sitting at a desk and working on a computer.
- Up to 25% domestic travel may be required.
- Must be able to lift 15 pounds at times.