



Job Description

Position Title:	Director of Equity and Training
Reports To:	Chief Financial Officer
Department:	Finance, Human Resources & Technology
Work-From-Home Eligible:	10% of time

Our Mission: To improve the quality of life for all Rhode Islanders by advancing solutions to the problem of hunger.

Our Vision: We envision a state where no one goes hungry.

Diversity Statement: The Rhode Island Community Food Bank embodies diversity, serving every part of our state and engaging people from all communities and backgrounds in our work. We are an open and inclusive organization that welcomes, respects, and values all people. Diversity strengthens our organization, so we take responsibility for attracting employees, volunteers and supporters with diverse identities and life experience. When we seek out, recognize, and cultivate diversity within our staff, we create an enriched and more inclusive work environment. Ultimately, it is our collective wisdom that enables us to achieve our mission with creativity and compassion.

Nature and Scope

The Director of Equity and Training will report to the CFO and be responsible for the further development of the Diversity, Equity, and Inclusion (DEI) initiatives to meet the human resource goals set forth in the strategic plan. This individual will also be tasked with the development of the staff training & development program that is inclusive of all staff and will allow employees to further advance their skills and career goals. Also, the incumbent will be tasked with expanding the employee wellness program at the RI Community Food Bank (RICFB).

Responsibilities

DEI Responsibilities:

- Researches, develops, and implements creative strategies to foster the Food Bank's internal diversity, equity, and inclusion efforts.
- Aligns the strategic goals for DEI with current policies, procedures, and practices, including professional development & training, performance management, recruitment, onboarding, etc.
- Further develops and manages the DEI program for the Food Bank, including curriculum development, builds out the Food Bank's resource center and reports out on the committee action steps.
- Develops an internal communications strategy in conjunction with the communications department, director of administration and senior management that improves organizational wide communication.
- Collaborates on recruiting with the director of administration and the hiring manager to ensure the Food Bank's recruitment methods reach a more diverse applicant base.
- Develops, trains, and supports an interview/recruitment team that can support hiring managers as they recruit a diverse set of candidates.
- Develops, implements, and manages a robust onboarding program that ensures a smooth transition of new employees to their new positions.
- Maintains a working knowledge of literature related to the fields of DEI, learning and organizational culture.

Staff Training & Development:

- Identifies training and development needs (in conjunction with senior managers and directors) by analyzing organizational results, job requirements, operational issues, plans and implements current training programs.
- Develops and implements a comprehensive training plan to cover a range of technical, operational and/or management areas.
- Identifies and develops training curricula and/or utilizes vendor programs to meet the goals and objectives of the training and development program.
- Develops and implements a system of tracking training activities and outcomes to report back the success of the program to the Board of Directors, senior management, and the directors' team.
- Collaborates with Executive Leadership Team to foster teamwork and break down departmental silos.

Wellness Program:

- Develops, plans, and executes an organizational wide wellness initiatives and programs.
- Develop an evaluation tool to determine the success of the wellness program.

Required Skills/Abilities:

- Strong interpersonal and communication skills and the ability to work effectively with a wide range of individuals in a diverse community.
- Demonstrates knowledge of DEI best practices.
- Demonstrates knowledge of adult learning styles, participative training design, group dynamics, and interactive learning methods.
- Ability to determine training objectives.
- Organizing and coordinating skills.
- Ability to design, develop, implement, and evaluate training plans, curricula, and methodology.
- Excellent verbal and written communication skills.
- Working understanding of human resource principles, practices, and procedures.
- Proficient with Microsoft Office Suite or related software.

Education and Experience:

- Bachelor's degree in human resources, or equivalent field and/or equivalent experience.
- At least two years of experience with supporting DEI initiatives and staff training and development programs.

Physical Requirements:

- Prolonged periods of sitting at a desk and working on a computer.
- Occasionally be able to lift-up-to 15 pounds.

I have read the above job description and I understand the job responsibilities that have been set forth.

Employee Signature _____ **Date** _____