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# MICHIGAN ECONOMIC DEVELOPMENT CORPORATION

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**TITLE:** DEI COORDINATOR/ORGANIZATIONAL OMBUDS **FLSA:** EXEMPT  
**REPORTS TO:** SVP, DIVERSITY, EQUITY AND INCLUSIVITY OFFICER **UPDATED:** DECEMBER 2022  
**PAY GRADE:** 3/4

## POSITION SUMMARY

The DEI Coordinator/Ombuds will work collaboratively to coordinate the planning, oversight, and implementation of the diversity, equity and inclusion strategies within the Michigan Economic Development Corporation (MEDC). This role will also serve as the organizational ombuds, a designated neutral within the organization and provides conflict resolution and problem-solving services to members of the organization.

## PRINCIPAL DUTIES AND RESPONSIBILITIES

*(These duties and responsibilities are judged to be "essential functions" in terms of the Americans With Disabilities Act or ADA)*

- ✎ Work collaboratively across the organization to execute a DEI work plan that meets the specific needs of MEDC's culture, mission and strategic direction.
- ✎ Use an equity lens and framework to review and make recommendations for MEDC programs, policies and procedures.
- ✎ Assist with the planning, scheduling and preparation of agendas and/or content for DEI workgroup meetings.
- ✎ Co-facilitate internal DEI workgroups.
- ✎ Manage projects to help complete work plan activities, identify barriers and monitor and report progress around DEI action items.
- ✎ In collaboration with DEI officer, and Internal Communications team create monthly messaging to keep staff and stakeholders updated on DEI progress and activities.
- ✎ Maintain membership in State of Michigan equity and inclusion meetings and workgroups.
- ✎ Manage and track internal DEI training opportunities, including ensuring compliance with Executive Directives as it relates to DEI.
- ✎ Serves as a neutral resource for employees as a confidential, informal, independent and impartial assistance through dispute resolution and problem-solving methods such as conflict coaching, mediation and/or facilitation.
- ✎ In collaboration with People Services, Legal, and the DEI officer support the investigation of personnel regarding complaints of harassment and discrimination.
- ✎ Performs other related duties as directed.
- ✎ Supports internal efforts to ensure that organizational actions, policies, and culture reflect a truly inclusive workplace.

The above statements are intended to describe the general nature and level of work being performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed by such a person.

## RECOMMENDED EMPLOYMENT QUALIFICATIONS

**EDUCATION:** This position requires a bachelor's degree from a four-year college or university in Business, Administration, Human Resources, Organizational Development, or related field; or an equivalent combination of education and experience.



#### EXPERIENCE:

*DEI Coordinator – Pay Grade 3:* This position requires a minimum of two to four years of related experience and/or training in diversity, equity and inclusion, human resources, or organizational development. Experience in with group dynamics, facilitation, and conflict resolution and experience with conducting workplace investigations is preferred.

*Senior DEI Coordinator – Pay Grade 4:* Three to five years of related experience. Consideration for the Senior DEI Coordinator if candidate has demonstrated ability and/or experience in the following: Serving as primary point of contact for MEDC staff and management regarding internal DEI matters and/or complaints; Maintaining knowledge of diversity compliance laws such as Titles I, II, & III of the Americans with Disabilities Act, the Age Discrimination in Employment Act of 1967, Title VII of the Civil Rights Act of 1964, etc.; demonstrated ability to implement and manage internal DEI projects with minimal direction from management; demonstrated ability to engage in the identification of DEI best practices and benchmarks as input to implementing DEI initiatives; Ability to exercise effective judgement and sensitivity to manage difficult conversations; Identifies risks/opportunities in MEDC policies, practices and processes and recommend solutions; demonstrated ability to design, draft, present and implement organizational wide changes to DEI policy or process.

**SUPERVISORY RESPONSIBILITIES:** No supervisory responsibilities.

**CERTIFICATES, LICENSES, OR REGISTRATIONS:** None required. DEI, Ombuds, and/or Human Resources certification preferred.

#### OTHER KNOWLEDGE, SKILLS, AND ABILITIES:

*(To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)*

#### REQUIRED:

1. Outstanding communication and interpersonal skills including the ability to cultivate and maintain relationships with individuals at all organizational levels.
2. An understanding of employment law and HR best practices as it relates to DEI matters.
3. Ability to handle highly confidential matters with discretion and maintaining a professional demeanor at all times.
4. Ability to maintain integrity and respond to all customers fairly, effectively and in a timely fashion.
5. Demonstrated ability to be open, objective, and seek to understand issues from multiple perspectives.
6. Ability to conduct internal workplace investigations.
7. Strong project management and organizational skills.
8. Demonstrated ability to identify, navigate, and address challenges associated with DEI work.
9. Ability to effectively present information and respond to questions from leadership, managers, and individuals.
10. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
11. Demonstrated intercultural competency skills and experience working cross-culturally.
12. Ability to motivate and collaborate with diverse individuals and groups.
13. Ability to effectively use common business computer software such as word processing, spreadsheet, and presentation software.

*PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to sit, use hands to finger, handle, or feel; talk and hear. The employee is occasionally required to stand; walk; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 40

pounds. At times this position is required to assist staff with moving heavy equipment, and/or modular office furniture. Specific vision abilities required by this job include close vision, and ability to adjust focus, especially due to concentration on a computer screen and small numbers. Occasional travel may be required.

**WORK ENVIRONMENT:** The noise level in the work environment is generally moderate.

The qualifications listed above are guidelines for selection purposes; alternative qualifications may be substituted if sufficient to perform the duties of the job.