

Inclusion & Diversity (HR) Analyst  
COOP Intern Role

This role will be responsible for positioning and delivering on DEI initiatives, with a particular focus on partnerships with regional Inclusion Champions, collaborating w/ HRBP, TA and L&D. This role will report to the Head of Global Inclusion & Diversity. Successful candidates will have passion and drive for inclusion & diversity or relevant desire for working with human resources and its related functions. Candidate will manage multiple concurrent projects, and work in a highly collaborative environment. responsibilities include but are not limited to:

- project administration and project support (on a variety of different projects)
- preparing project plans to support diverse participation in all projects
- addressing diversity compliance needs
- implementing accurate and transparent reporting systems to comply with diversity goals collaborating with executive staff, business leaders and employees throughout the organization
- Plan and manage meetings/activities associated with driving the D&I strategy
- Manage, track and report work stream status in the D&I Scorecard
- Manage the construction of measurements associated with the strategy (in partnership with the Analytics team)
- Manage the Diversity and Inclusion spending and track all other expenditures associated with the broader strategy
- Support the launch of the D&I strategy and relevant change management efforts
- Develop and manage the communications project plan
- Support the development of documents, emails and other administrative responsibilities