



## Director of Human Resources, Racial Equity, Diversity & Inclusion

### Position Overview

United Community Housing Coalition (UCHC) has been growing steadily and is now seeking to add managerial capacity. This position is responsible for administering human resources policies, programs, and practices which will include planning, developing, implementing, and directing all human resources and racial equity, diversity and inclusion initiatives, policies, and programs at UCHC. The HR Director will oversee all human resources functions and issues and is responsible for staff recruitment and orientation, personnel records and matters, benefits administration, leadership development, conflict mediation, and oversight of racial equity, diversity and inclusion initiatives to maintain an organizational culture of inclusion. The HR Director will be a resource person for the organization in matters pertaining to racial equity, inclusion and diversity, and staffing to meet the needs of its many low income clients and will develop and recommend best practices and procedures that will guide the growth, effectiveness, and cultural relevance of an organization serving the housing needs of a majority Black population. The HR Director will also ensure compliance with federal, state, and local laws and regulations. The HR Director reports to the Chief Operating Officer.

### Responsibilities include but are not limited to:

- Collaborates with senior leadership to understand the organization's goals and strategy related to staffing, recruiting, and retention.
- Serve as the organization's liaison and coordinator between all departments in matters pertaining to hiring, orientation, leave and personnel matters, mediation, leadership development, and racial equity, diversity and inclusion matters.
- Assist in creating a culture of equity and a sense of belonging for everyone. This includes employee surveys, continuous improvement based on employee feedback, and organizational gatherings and celebrations.
- Administers or oversees the administration of human resource programs including, but not limited to, compensation, benefits, and leave; disciplinary matters; disputes and investigations; performance and talent management; productivity, recognition, and morale; occupational health and safety; and training and development.
- Develop a broad network for recruiting job applicants to ensure the organization creates opportunity and hires individuals' representative of the community which it serves.
- Develop and execute best practices for hiring and talent management.
- Oversees new hire orientation which includes all payroll and benefits enrollment and documents as well as review personnel and other employment policies, and general orientation.
- Work with staff on the development, deployment, and progress measurements of racial equity, diversity and inclusion action plans, and greater effectiveness of the delivery of services, ensuring regular check-ins and providing data and support as needed to encourage continued progress.

- Assist organization leadership in ensuring racial equity, inclusion and diversity is considered and built into new and existing programs and policies by developing toolkits and providing data, support, and recommendations.
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law; applies this knowledge to communicate changes in policy, practice, and resources to upper management.
- Implement and maintain an employee performance management system, including goal setting, performance reviews, and coaching.
- Develop and maintain job descriptions and salary structures for all positions in the organization.
- Ensure that HR-related data and records are kept confidential and are accurate, complete, and up to date.
- Performs other duties as required.

#### **Education and Experience:**

- Bachelor's degree in human resources, Business Administration, or related field required; Master's degree preferred.
- At least 7 years of experience in human resources management, with at least 3 years in a leadership role.
- Demonstrated experience in developing and implementing HR policies, procedures, and strategies.
- Experience in a human resources capacity working with diverse populations using culturally sensitive practices.
- Ability to effectively organize, facilitate and lead groups and teams.
- Ability to effectively communicate verbally and in writing, including effective public speaking and presentation skills.
- Ability to work independently, be organized, coordinate multiple activities, and manage and interpret data.
- In-depth knowledge of federal, state, and local employment laws and regulations.
- Experience managing employee benefits programs and employee performance management systems.
- Training, certification, or 2-4 years of experience carrying out racial equity, diversity and inclusion practices and principals in a non-profit, governmental, or community organizing setting.
- Experience in recruiting and hiring staff for a non-profit, community-oriented organization, with a wide range of staffing needs and skills.
- Experience in employing effective problem solving and leadership skills to bring about transformational change in an organization.
- Demonstrated knowledge, skills, awareness of and demonstrated commitment to contemporary issues of inclusion, anti-racism, social justice, diversity, access, and equity.



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- Ability to meet expectations regarding paperwork and documentation through organizational skills, a strong attention to detail, and the ability to work efficiently and accurately, competency and comfort using technology and computers.
- Excellent analytical and problem-solving skills.
- Ability to work effectively in a fast-paced, team-oriented environment.
- Commitment to the organization's mission and values.
- SHRM-CP or SHRM-SCP highly preferred.

#### **Physical Requirements:**

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

#### **Specifics**

- Full-time position with benefits including 100% premium paid health, dental, vision, STD, LTD, Group Term Life Insurance; with generous paid time off and holidays.
- The salary for this position will be commensurate with experience and qualifications.
- UCHC believes that an in-person environment is conducive to better team building, communication and overall team effectiveness. This position is primarily an in-person onsite position.
- Schedule: 8:30 - 4:30 or 9:00 - 5:00 Monday - Friday, though some additional time may be required depending on agency needs.
- Accommodations can be made to enable the selected candidate to perform the essential functions of this position.
- Expected start date, as soon as possible. Applications are now being accepted and reviewed.
- Position open until filled.

#### **Applicant Instructions**

Interested candidates should send a resume, a [completed employment application](#), cover letter, and three references to [employment@uchcdetroit.org](mailto:employment@uchcdetroit.org)

#### **About UCHC**

The United Community Housing Coalition (UCHC) is a nonprofit comprehensive housing assistance organization, which has provided a variety of housing-related services to Detroit's low-income residents since 1973.

The organization has worked with tenants, homesteaders, homeowners, the homeless, community organizations rebuilding neighborhoods and providing affordable housing, religious, civil rights, labor, and housing advocacy organization to improve, preserve and expand affordable housing opportunities for low-income Detroiters.

UCHC has been a leader in addressing housing crisis' for low income Detroiters to prevent evictions, stop foreclosures, and create homeownership opportunities for households missed by more traditional



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programs.

Because of its long history and significant expertise as a comprehensive housing services provider in Michigan, the organization is frequently asked to provide advice to other organizations in communities across Southeast Michigan.

All services are provided to income-eligible families and individuals free of charge.

For more information about our organization, visit [www.uchcdetroit.org](http://www.uchcdetroit.org).

*United Community Housing Coalition provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, United Community Housing Coalition complies with applicable state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including but not limited to recruiting, hiring, placement, promotion, and termination. Consistent with state and federal laws, UCHC is committed to maintaining a workplace free from the abuse of drugs and alcohol.*