

Job Announcement Connecticut Bar Association

The Connecticut Bar Association (CBA) is seeking a director of diversity and human resources.

Founded in 1875, the CBA is the preeminent organization for lawyers and the legal profession in Connecticut. With 70+ sections and committees, the bar produces over 300 programs each year, including the Connecticut Legal Conference. The CBA is a non-profit member service organization dedicated to advancing the legal profession and the principles of law and justice.

Duties

Reporting to the executive director, the director of diversity and human resources is responsible for assisting with the advancement of the CBA Diversity and Inclusion Pledge and Plan. Key responsibilities include:

- Understanding the business impact of diversity and inclusion and leveraging key metrics and strategies to drive positive business outcomes, internally and externally;
- Promoting and implementing human resource values by planning and managing human resource programs, ensuring that the organization is attracting and retaining an exemplary and diverse staff, and;
- Creating and advancing the organizational plan and strategic direction of the association in the areas of diversity and inclusion, promotion, compensation, evaluation, support, mentoring, and staff training and development.

Qualifications

Education & Experience

- Bachelor's degree in related field required
- Two to five years' experience in diversity and inclusion and human resources or related field. Understanding and experience with programs that address diversity, inclusion, and the elimination of bias. Understanding of these issues as they relate to the legal profession, preferred

Skills & Abilities

- Ability to handle sensitive and confidential employment information
- Strong judgment, decision-making capabilities, and problem-solving skills
- Cultural competency in diversity, inclusion, and social justice issues
- Strong interpersonal skills with the ability to engage and connect to diverse groups and individuals
- Excellent oral and written presentation skills with an emphasis on the ability to build strong interpersonal relationships at all levels of an organization
- Strong computer skills, including proficiency in the use of Microsoft Office programs (Outlook, Word, Excel, PowerPoint) and various databases
- Ability to travel and work evenings and weekends to support programs and events

To apply, please send resume and cover letter to Keith J. Soressi, Executive Director, Connecticut Bar Association, 30 Bank Street, New Britain, CT 06051 or email ksoressi@ctbar.org

To review a full description of the job, please visit the CBA's website at ctbar.org/about/cba-job-posting

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