



Position: Diversity Manager
Facility: Pennsylvania Convention Center
Location: Philadelphia, Pennsylvania

POSITION: Diversity Manager
DEPARTMENT: Finance
REPORTS TO: Director of Finance
FLSA STATUS: Salaried Exempt

Summary:

SMG, the leader in privately managed public assembly facilities, has an excellent and immediate opening for the Diversity Manager for SMG Pennsylvania Convention Center. In this role, you will be responsible for Diversity inclusion objectives and management of the bid/RFP contract process, leading the procurement of key center purchasing contracts to combining operations and budgetary value.

Essential Duties and Responsibilities:

- Ensure strict compliance of organization regulations, research and prepare bid analysis as required.
- Assist with the development of policies and programs to attract, retain and promote a diverse work force for the organization.
- Managing Center contracts including their review and analysis, drafting and bid/RFP process.
- Monitor existing contracts to ensure pledged diversity and inclusion participation is met or exceeded.
- Responsible for interacting with the Authority and SMG staff to foster a consistent procurement process that achieves the diversity and inclusion aspirations of the PCC.
- Complete comprehensive reviews of customer contracts and terms and conditions to identify, mitigate and/or eliminate unusual risks and liabilities.
- Provide interpretation of contract terms and conditions to management and other functional disciplines within the assigned business units.
- Keep current on diversity programs and developments by maintaining contact with others in the field (e.g., professional association and educational groups.)
- Act as a focal point for internal and external communications on contract matters.
- Liaise with the Guest Experience Director to further the training of employees and facility partners on the importance of achieving the organizations procurement and diversity initiatives.

Qualifications

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.

Education and/or Experience

- Bachelor's degree in a related field is preferred.
- Minimum 1-3 years of experience in a convention center, public facility, or hospitality industry.
- Strong computer skills (Excel, Outlook, Word, Power Point, Publisher, Internet Navigation, Adobe)

Skills and Abilities

- Excellent interpersonal, organizational and communication skills (written and verbal).
- Ability to work in a matrix environment.
- Ability to analyze and interpret documents.
- Excellent time management skills.
- Ability to multi-task effectively and efficiently.
- Ability and willingness to work irregular schedules and hours in fast-paced environment.

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 required to walk extensively, occasionally required to kneel, climb to high walkways or balance. The employee must occasionally lift and/or move up to 50 pounds.

Note

The essential responsibilities of this position are described under the headings above. They may be subject to change at any time due to reasonable accommodation or other reasons. Also, this document in no way states or implies that these are the only duties to be performed by the employee occupying this position.

To Apply

This position offers a competitive salary and benefit package. **Please send a copy of your most recent resume and cover letter which includes salary requirements to:**

Nikia Jackson - HR
PA Convention Center
1101 Arch Street
Philadelphia, PA 19107
Email - jobs@paconvention.com

Applicants that need reasonable accommodations to complete the application process may contact- 1-800-428-9000.

SMG is an Equal Opportunity/Affirmative Action employer, and encourages Women, Minorities, Individuals with Disabilities, and protected Veterans to apply. VEVRAA Federal Contractor.