**Application Link:**

EXTERNAL APPLICATION LINK:

<https://gopenske.taleo.net/careersection/.penske.ex.jsa.hs/jobdetail.ftl?lang=en&job=1913107>

**Position Summary:**

This role is responsible for leading Diversity and Inclusion programs, initiatives, and interventions that align with Penske’s business goals and culture. Penske is a global company with diverse customers, businesses and associates. We

will improve and grow our businesses by supporting a work environment that is diverse, inclusive and respectful, so we can draw from the talents, backgrounds and varied perspectives of all our associates. This inclusive culture will

enhance our ability to attract and retain the most talented leadership and workforce, thereby enabling us to better serve and broaden our customer base, and will solidify our status as the best provider of transportation support and

supply chain management services.

The Director of Diversity and Inclusion will be a leader, champion and subject matter expert for Penske Truck Leasing and Penske Logistics in the US and Canada and act as a collaborator and trusted advisor to the HR Team. In this role you will have an opportunity to develop multi-year, multi-faceted Diversity & Inclusion plans, facilitate implementation, and create meaningful measurements. At Penske we care deeply for our associates and the communities we work and live in, this role will play an integral part of moving our people and business forward.

This position is based in our global offices in Berks County, PA, which is 75 miles northwest of Philadelphia, PA.

**Major Responsibilities:**

• Subject matter expert and Champion, advising the Executive Leadership team on Diversity and Inclusion strategies that drive impact.

• Partner with business leaders, human resources, learning and development, marketing and talent acquisition to effectively weave Diversity & Inclusion into how we do business. Develop multi-year, multi-faceted Diversity & Inclusion plans, facilitate implementation and execution. Update program plans, priorities, and project sequencing as needed.

• Create communication strategies that support and promote Diversity and Inclusion initiatives throughout the Enterprise. Liaise with external and internal vendors, sponsors and partners on Diversity & Inclusion collaborations, topics and related programs.

• Lead, coach and mentor a Diversity and Inclusion Specialist, Employee Resource Groups (ERG), the D&I Council, and D&I teams. Support them on developing and maintaining a vision, project plans, objectives, and schedules that support the Diversity & Inclusion program objectives.

• Collaborate with the Penske Legal department to ensure compliance with applicable laws and regulatory agency standards, as well as to identify and mitigate any potential risks. Obtain, review and analyze workforce data and reports to

develop plans, approaches and prioritization of diversity program development and implementation.

• Other projects as assigned by the VP, HR Operations

**Qualifications:**

• Bachelor’s degree required, Master’s preferred

• At least 4 years working in Diversity & Inclusion and at least 4 of  years progressive HR experience with successful team leadership required

• Experience managing large-scale Diversity & Inclusion or HR change initiatives

• HR programs and process analysis, design, and deployment.

• Strong executive presence, advanced verbal and written communication skills, and positive influencing skills are necessary for successful performance in this role

• Project management skills, organization skills, and strong time management skills are required

• Ability to work well independently and complete tasks with minimal supervision; strong sense of urgency

• In-depth knowledge of diversity trends, best practices, concepts and program

• Some overnight travel up to 10-15% may be required. Occasional day travel near corporate office location.

• Regular, predictable, full attendance is an essential function of the job

• Willingness to travel as necessary, work the required schedule, work at the specific location required, complete Penske employment application, submit to a background investigation (to include past employment, education, and criminal

history) and drug screening are required.

**Physical Requirements:**

- The physical and mental demands described here are representative of those that must be met by an associate to successfully perform the essential functions of this job.  Reasonable accommodations may be made to enable individuals

with disabilities to perform the essential functions.

- The associate will be required to: read; communicate verbally and/or in written form; remember and analyze certain information; and remember and understand certain instructions or guidelines.

- While performing the duties of this job, the associate may be required to stand, walk, and sit.  The associate is frequently required to use hands to touch, handle, and feel, and to reach with hands and arms.  The associate must be

able to occasionally lift and/or move up to 25lbs/12kg.

- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.

Penske is an Equal Opportunity Employer.

**About Penske Truck Leasing**

Penske Truck Leasing Co., L.P., headquartered in Reading, Pennsylvania, is a partnership of Penske Corporation, Penske Automotive Group and Mitsui & Co., Ltd. A leading global transportation services provider, Penske operates a

premier fleet of vehicles and serves its customers from locations in North America, South America, Europe, Australia, and Asia. Penske’s product lines include full-service truck leasing, contract maintenance, commercial and consumer truck rentals, used truck sales, transportation and warehousing management and supply chain management solutions. Visit www.GoPenske.com to learn more.