



Skilled Diversity Minority Business Program Specialist

K Strategies is an award-winning marketing and public relations agency specializing in the government sector. We value strategic thinkers, who work hard and bring results. Our major clients include: the City of Dallas, Dallas Area Rapid Transit (DART), Dallas/Fort Worth International Airport, Southwest Airlines and the Texas Department of Transportation.

We are looking for someone to:

- Develop and direct diversity and minority business programs
- Track, audit, and create comprehensive minority spend reports
- Create project communications and marketing collateral
- Develop strong relationships with minority businesses and associations
- Public speaker for community outreach, engagement, and presentations
- Event planning for networker and outreach events, and training workshops
- Assist with business development operations including proposals and interviews

You'll be best suited for this position if you have the following skills and attributes:

- More than five years of experience managing diversity or minority business programs
- Leader and strategic thinker who can create innovative initiatives to increase and exceed diversity participation and goals
- Bachelor's degree in business, marketing, communications, public relations, or related field
- Excellent writing skills using AP Style
- Experienced and proficient in understanding, tracking, and auditing contract dollars and quantitative data
- Highly proficient in creating Excel spreadsheets and comprehensive supplier spend reports
- Experienced and motivating public speaker
- Ability to multi-task and set priorities with tight timelines and high client expectations

Ready to apply?

1. Please send your resume to careers@kstrategies.com with job code **DMPS1** in the subject line of the email.
2. Download our company employment application from the contact page on our website (www.kstrategies.com) and submit the application to careers@kstrategies.com.

Position:

Skilled Diversity Minority Business Program Specialist

Experience:

More than 5 years managing diversity or minority business programs

Location:

Dallas, Texas

Compensation and Benefits

- Competitive salary based on experience
- PTO and paid holidays
- Auto and cell phone allowances
- 401K with matching
- Health, dental, vision and life insurance
- STD, LTD and AD&D