



# SEASONAL CULTURE AND INCLUSION ASSOCIATE

## Description

---

### About the Jacksonville Jaguars

The Jacksonville Jaguars are a professional football team and a member of the National Football League's AFC South Division. The Jaguars are one of the NFL's youngest franchises, playing their first regular season home game on September 3, 1995 in Jacksonville, Florida and have since won four division titles. The Jaguars are owned by Shahid Khan, a visionary leader whose businesses include Flex-N-Gate, Fulham Football Club, All Elite Wrestling, Bold Events and Iguana Investments. Since 2012, Mr. Khan's impact on the Northeast Florida community has exceeded \$500 million, including charitable giving through the Jaguars Foundation, capital improvements to EverBank Stadium and the creation of Daily's Place, which hosts upwards of 40 concerts a year. The Jaguars and Iguana Investments recently opened the state-of-the-art Sports Performance Center (Miller Electric Center), which now houses all of football operations for the Jaguars, including players, coaches and other personnel. Over the next several years, the Jaguars and Iguana Investments will complete Phase 1 of the Shipyards, a reimagining of the riverfront which will include a Four Seasons Hotel and Private Residences, an office building and modernized marina, as well as begin additional projects to transform the area around the stadium into a year-round, mixed-use sports and entertainment district.

The Jaguars company values are Passion, Respect, Innovation, Dedication and Empowerment (PRIDE). The Jaguars believe in the importance of diversity, continual learning and transparency. We also understand the role that excitement, originality and fun play in the workplace. All of these ideas come together to build a strong and dynamic workplace culture. Because of this, we are dedicated to, and encouraged by, leading the way in developing a distinct and inclusive team.

### Summary

This temporary, part-time position will work with the People Development (PD) team to provide internal support for all processes that are part of creating an engaging, inclusive and productive workplace.

### Job Responsibilities

- Assist with the planning and execution of team member events, such as: Employee Days of Service, Employee Appreciation Day, Employee Anniversary Celebration, Wellness Challenges, etc.
- Assist with the planning and execution of our department's external events, such as: PATHWAYS, HBCU Careers in Sports Combine and our shadowing program.
- Help plan, execute and track company learning and development initiatives, as well as Storytellers Series.
- Work alongside the PD team to equip our Employee Resource Groups.
- Track aspects of the Thank You Card Program.
- As it relates, partner with the social impact team to add to overall cohesiveness and build upon company goals of impacting social justice and diversity related initiatives. Plan employee volunteer opportunities.
- Help with various company communications, inclusive of the calendar on Sharepoint.
- Assist with other People Development needs and projects, such as: filing, scanning, etc.

### Job Requirements

- Excellent communication skills (verbal and written).
- Ability to take initiative, problem solve and be a quick learner.
- Strong interest in organizational culture, diversity and engagement.
- Must act with integrity and handle sensitive situations and data with utmost confidentiality and professionalism.
- Proficient in the Microsoft Office suite and ability to easily learn other software systems.
- Positive team player with ability to be flexible and open to new tasks.
- Bachelor's degree from an accredited university. Related area of study to this role is preferred.

View <http://www.jaguars.com/careers/> to learn more about what it means to be a part of the Jaguars team!

Applications are being accepted online only. Please do not call to apply for this position. Please provide complete information. An incomplete application may affect your consideration for this position. The Jacksonville Jaguars are committed to a policy of equal employment opportunity and will not discriminate against an applicant on the basis of race, color, religion, creed, national origin, ancestry, sex, age, disability, veteran status, genetic information or any other legally recognized protected basis under federal, state or local laws, rules, or legal requirements.

By submitting this application, you understand that you may be subject to a pre-employment drug test. You certify that the information in your application is true, correct and complete. You authorize the Jaguars and its representatives to contact your

prior and current employer and other references and all others for purposes of confirmation of the information you have provided. You understand your application is subject to, among other things, your eligibility to work in the United States.

Any personal data (including any sensitive personal data) that you provide to the Jaguars as part of the recruitment process and/or otherwise for potential employment may be held and processed for the purposes of your registration, application and potential selection and in connection with any subsequent employment or placement at the Jaguars or any of its affiliates. That data may be retained and further processed for the purposes of matching your skills and qualifications to future positions, identifying you as a potential candidate for future positions, to inform you of future positions and analytics in respect of who applies for positions with the Jaguars. If you are selected for the opportunity for which you apply, your personal data may be used for the purposes of entering into a relationship with the Jaguars, including sending you correspondence or general information relating to the employment relationship. Your personal data may be disclosed to Jaguars affiliates and to third-party organizations providing services to the Jaguars. Your personal data will be retained in accordance with the Jaguars document retention policies and applicable laws.