

# Director of People Operations

Girls for Gender Equity

## The Details

**Location:** Brooklyn, NY

**Start Date:** May 2022

**Salary Range:** \$80,000- \$95,000

**Reports To:** Chief Operating Officer

## The Opportunity

As Girls for Gender Equity (GGE) approaches its 20th year and moves toward growth and larger strategic initiatives, the need to develop creative and effective ways to improve functioning, procedures, protocols and planning is critical. This role will focus on people systems, structures, and policies are implemented with an eye towards equity and retention. You will collaborate with the Leadership Team to analyze, develop, and implement clear infrastructure needs and priorities.

## Your Day-to-Day

### 40% - Human Resources

You will be the point person for employee policies and processes, staff concerns, and accommodations. Partner with our PEO (Justworks) in benefits plans and staff issues, ensuring practices are grounded in GGE's values and equitable lens. As a leader, you will confirm that GGE meets all federal, state, and local employment requirements.

### 40% - People and Culture

You will manage and build out support systems for culture-building, especially in the context of a hybrid and distributed workforce. Implement and analyze staff engagement, and feedback to improve employee experience. Along with the hiring managers and operations team, you will develop, implement an engaging onboarding for new employees and supportive offboarding process. As a leader, you will assess personnel strengths, identify skills gaps, and facilitate growth of staff and management.

### 20% - Talent Acquisition

As the Director of Operations, you will progress and execute talent acquisition initiatives including recruitment, outreach and hiring. You will develop clear roles and responsibilities with the Leadership Team. Along with the Communications team, you will develop effective recruiting materials, including maintaining our career website.



## The Skills You'll Need

Success in the Director of Operations role will require a deep commitment to GGE's mission and core values and deep experience as a strategic, data-driven thought partner in nonprofit environments. The ideal candidate will also bring the following skills, attributes, and experiences:

- 4+ years of experience in HR, talent, people operations, or organizational development function
- Expertise in the full talent management lifecycle, specifically in employee onboarding, engagement, and retention
- Exceptional verbal and writing communications skills, with experience writing and rolling out HR policies
- Ability to lead with high emotional intelligence and self-awareness, giving and receiving critical feedback to build relationships and motivate others for the success of the organization
- Direct experience and cultural competence working within/with organizations supporting the advancement of cis and trans girls and women of color and LGBTQI youth in a social justice context
- Experience implementing an organizational vision, thinking strategically, operating collaboratively across projects, and leading change with results in mind
- Experience in a manager-role or higher
- Familiarity with with HR and talent systems and technology platforms

### "Nice to Have"

- *Certification or degree in HR, Organizational Development, DEI or another related field*
- *1+ years of experience managing vendors, consultants or staff including interns or volunteers*
- *Experience managing contractors and consultants*

## The People

In this role, you will work with the Leadership Team and Operations Team as a thought partner to develop strategies, implement, and execute clear plans to achieve individual and collective goals in support of the organization. At times you will work with the Communications Team, contractor and consultants.

## The Organization

Girls for Gender Equity (GGE) is an intergenerational advocacy organization committed to the physical, psychological, social, and economic development of cisgender (cis) and transgender (trans) girls and women of color and gender non-conforming/non-binary (GNCNB) youth of color. GGE challenges structural forces -- racism, sexism, transphobia, homophobia, economic inequality -- that work to constrict the freedom, full expression, and rights of trans and cis girls and young women of color, and GNCNB youth of color.

GGE's work is grounded in intersectional Black feminism, positive youth development, strengths-based, eco-systemic social work practice and popular education theory. Our theory of change articulates our efforts to cultivate a culture and environment in which cis and trans girls of color and GNCNB youth of color are equitably supported to live free, self-determined lives; eradicate institutionalized barriers to gender equity; and dismantle all systems of oppression. We ultimately believe in and work toward world where cis and trans girls of color and gender non-conforming/non-binary youth of color are free.

## The Next Steps