

People Operations Manager

Girls for Gender Equity

The Details

Location: Brooklyn, NY (Hybrid, come to office on set days)

Start Date: October/November 2023

Salary Range: \$65,000 - \$75,000 + Benefits

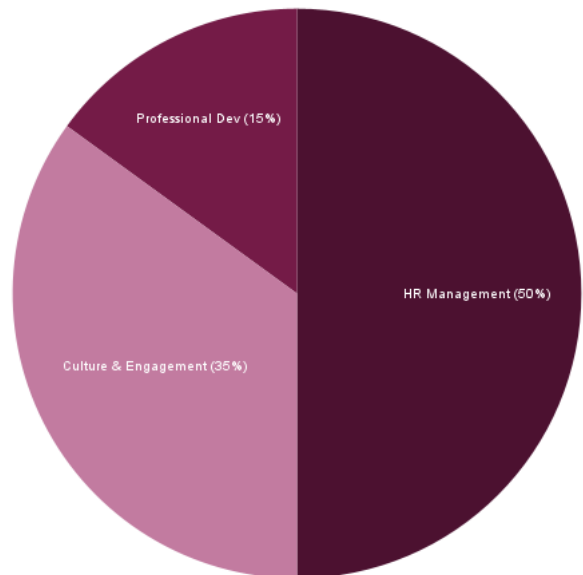
Reports To: Director of People Operations

The Opportunity

Girls for Gender Equity (GGE) is seeking a dedicated and dynamic full-time People Operations Manager to join our passionate team. This pivotal role will operate under the supervision of the Director of People Operations at GGE. The People Operations Manager will play a critical role in ensuring the effective functioning of our organization through strategic and comprehensive human resources management, coordination of the hiring process, fostering a supportive and inclusive workplace culture, and advancing our mission to create racial & gender equity for all.

Your Day-to-Day

As the People Operations Manager, you will hold a significant role in nurturing the growth, engagement, and effectiveness of our staff, playing an essential part in the holistic development of our organization's infrastructure. With your strategic mindset and compassionate leadership, you will oversee a spectrum of functions that are integral to our team's success. In this role, your responsibilities will extend beyond the traditional boundaries of HR, reflecting our organization's commitment to employee well-being and growth. Key areas of your daily tasks will include, but are not limited to:



50% - Human Resources Management

- **Manage the end-to-end recruitment process, including job posting, job site maintenance, candidate sourcing, interviewing, and onboarding, ensuring a seamless, engaged and positive experience for all candidates.**
- *Support the Director of People in maintaining HR policies, procedures, and employee handbook, aligning with evolving market trends, compensation, labor laws, and nonprofit compliance requirements; collaborate to find solutions to optimize the effectiveness of the HR function.*
- *Assist in the administration of employee benefits programs, including health insurance, retirement plans, paid time off, and other perks.*

35% - Culture & Engagement

- *Serve as a trusted resource and advocate for staff inquiries related to HR software (ADP), HR policies, benefits, and workplace issues, providing guidance and escalating as needed.*

- *Support in implementing staff trainings regarding cultural competence, feedback, communication, perks and benefits, and workplace policies.*
- *Maintain open lines of communication with all staff to allow continual feedback, insight, and communication.*
- *Support the Director of People in capturing and codifying management resources for staff reference and use.*
- *Assist in developing and implementing initiatives that nurture an inclusive engaging organizational culture.*
- *Conduct employee satisfaction surveys to gather feedback and insights, driving improvements in employee engagement and overall organizational culture.*

15% - Professional Development

- *Assist in the implementation of performance management processes, including regular check-ins, feedback processes, and development planning to support employee growth and organization planning.*
- *Support in designing and implementing training programs focused on leadership development, effective communication, and other relevant professional skills.*
- *Support the Director of People in analyzing performance trends and metrics to identify areas of improvement and recommend strategies for enhancing overall organizational performance and employee experience.*

The Skills You'll Need

Success in the People Operations Manager role will require a deep commitment to anti-racist, feminist/womanist/queer, and youth development work. The ideal candidate will also bring the following skills, attributes, and experiences:

- 4 years of progressive HR/People experience, preferably in a non-profit or social justice setting,
- Knowledge of labor laws and regulations, especially related to non-profits,
- Demonstrated commitment to DEI, wellness, and restorative practice principles,
- Excellent writing skills,
- Strong interpersonal and communication skills, with the ability to foster positive relationships,
- Experience in conflict resolution, employee relations, and performance management,
- Ability to manage multiple priorities across a spectrum of people functions,
- High ethical standards and demonstrated integrity in handling confidential and sensitive information,
- Proficiency in utilizing HR software (ADP), coworking platforms, collaboration tools, and Google Workspace,
- *[Desired but not required]* SHRM Certified Professional (SHRM-CP) or Senior Certified Professional (SHRM-SCP)

The People

In this impactful role, you will report directly to the Director of People Operations. You will work collaboratively with the Executive team and closely across various departments to ensure a cohesive and inclusive organizational culture.

If you are passionate about creating positive change, fostering an equitable workplace, and contributing to a thriving organization, we invite you to apply for the position of People Operations Manager at Girls for Gender Equity. Together, we can advance our mission and make a meaningful impact in the lives of young people and communities.

The Organization

Girls for Gender Equity (GGE) is an intergenerational advocacy organization that works through a Black feminist lens, to achieve gender and racial justice by centering the leadership of Black girls and gender-expansive young people of color to reshape culture and policy through advocacy, youth-centered programming, and shifting dominant narratives.



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, young women of color, and GNCNB youth of color. We ultimately believe in and work toward a world where cis and trans girls of color and gender non-conforming/non-binary youth of color are free.

Benefits & Culture at Girls for Gender Equity

In addition to a competitive salary, impactful work, and a great team, Girls for Gender Equity provides comprehensive perks and benefits. A brief overview:

Healthcare Coverage

- Org-sponsored medical, dental, and vision insurances (with plans available at no cost to the employee).
- We offer FSAs and HSAs with monthly contributions from the organization for eligible health plans.

Vacation and Paid Time Off (PTO)

- All full-time employees receive:
 - 12 paid holidays
 - Generous vacation & personal paid time off, increasing with tenure
 - Paid sick, bereavement, and parental leaves
 - Weekly time off to focus on wellness
 - ~16 additional paid days/year during annual office closures

Retirement and Other Benefits

- 401(k) plan with a safe harbor 5% match
- Life insurance, disability insurance, and more

Selected Perks and Culture

- Employees receive support to pursue training, coaching, public engagements, and professional licensing.
- GGE prides itself on being a workplace where employees bring their full selves to work. We regularly work to ensure that our core values are part of our workplace practice and way of being. We foster generative learning & reflection.
- GGE's current work model is a 10am-6pm work day with hybrid flexibility.

The Next Steps

If you are interested in this role, please send a cover letter and resume via our JazzHR application portal. Applications will be reviewed on a rolling basis, with a preferred start date October / November .

GGE is an Equal Opportunity Employer. GGE provides equal employment opportunities to all employees, job applicants, interns, and volunteers without regard to race, color, religion, creed, political association, ancestry, sex, sexual orientation, gender identity or expression, marital or partnership status, national origin, immigration or citizenship status, age, military or veteran status, pregnancy, caregiver status, handicap or disability, genetic information or characteristic, unemployment status, arrest or conviction record, credit history, status as a victim or survivor of domestic violence, sex offenses, or stalking, or status in any group protected by federal, state, or local law in accordance with applicable law.