



Position: Director/Manager of Diversity, Equity, and Inclusion and Human Resources

Location: San Francisco, CA or remote in a chapter city (see below)

\$75,000 - \$85,000

ABOUT 826 NATIONAL 826 National is the largest youth writing network in the United States, amplifying the impact of writing and publishing centers across the US, along with the words of thousands of young writers. We serve as an international proof point for writing as a tool for young people to ignite and channel their creativity, explore identity, advocate for themselves and their community, and achieve academic and professional success.

Our National team is a group of highly collaborative, passionate professionals dedicated to supporting our growing network of chapters and bringing the words of our students and the importance of writing to a national stage. Currently the 826 Network is in nine major US cities: Boston, Chicago, Detroit/Ann Arbor, Los Angeles, Minneapolis/St. Paul, New Orleans, New York City, San Francisco, Washington DC, with approximately 80,000 students participating in free programs provided by our chapters and National. Each chapter provides 5 core programs: After-School Tutoring, Field Trips, Workshops, Young Authors' Book Projects, and In-Schools Programs – all free of charge – for the students, teachers, and school.

POSITION DESCRIPTION

The most valuable asset of our organization is our incredible staff. The 826 National Human Resources and DEI Director/Manager will support our diverse staff of 10 and Network of 200 so they feel included, valued, and effective in their work. The ideal candidate is ready to build upon existing structures in deep commitment to scaling our diversity, equity, and inclusion (DEI), recruiting, training, performance, and professional development processes. They are an excellent trainer who loves to facilitate professional development for people at various points of their career and effectively builds systems for recruitment, hiring, onboarding, and retention. This is both an internal and Network-facing role and the ideal candidate will be able to prioritize work streams, be comfortable customer-facing, and can effectively manage up and manage laterally. Our National Team is a small group of 12 staff members, whereas the network is comprised of roughly 200 individuals, and many more volunteers. While this is an 826 National role, our work is directly in support of our Network and this role will be deeply interactive with each chapter.

Reports to: CEO

Hours: Full time

MAJOR RESPONSIBILITIES

Diversity, Equity, and Inclusion

- We as a society, Network, and organization are at an inflection point in our commitment to anti-racism and our deep need to codify practices that champion and grow our diverse teams. As an organization we see this role as being core to taking our National team and Network to the next level of DEI effectiveness
- Develops and supports organizational initiatives regarding diversity, equity, and inclusion; collaborate with Leadership Team and staff to assess and strengthen diverse talent pipelines and codify practices Network-wide
- Facilitates Network-wide quarterly DEI benchmarks and reporting, developing pertinent tools and training
- Continuous improvement and development of DEI standards, protocols, initiatives, resources, and learning

HR Generalist

- Develops compliant and equitable Human Resources policies, programs, and practices; communicates policies effectively with all staff and makes available a body-policy to the Network leadership
- Provides ongoing competency training and effective support for different job levels in the organization, including AmeriCorps members, Coordinators, Managers, and Directors and makes such training available Network-wide
- Manages the performance management system that includes individual development plans and 360 reviews related to job level competencies so that employees have a clear career trajectory; monitors and advises managers and supervisors in the progressive discipline system of the company; monitors the implementation of a performance improvement process with non-performing employees
- Drives recruiting and hiring practices and procedures necessary to recruit and hire a diverse and highly qualified staff; establishes effective onboarding procedures for all new staff, including benefits training
- In partnership with National Directors, develops Network-wide benchmarking for core HR components including job descriptions, competency training, etc.
- Conduct off-boarding process to provide accurate termination paperwork, compliance with 826 National protocols, as well as exit interview scheduling, analysis, and reporting

Volunteer Partnership and Policy Management

- Volunteer partner coordinator: Develop relationships and partnerships with volunteering organizations nationwide to provide a consistent pool of volunteers to our network, including volunteer lifecycle management from screening, background checks, onboarding, training, re-checking, offboarding
- Develop consistent Risk Management policies and procedures for Network-wide volunteer support

EDUCATION REQUIREMENTS

Bachelor's degree or equivalent experience required.

REQUIRED QUALIFICATIONS

- 3+ years Human Resources experience with proven DEI background
- Ability to communicate and work effectively in a service-oriented manner
- Ability to maintain high degree of confidentiality, professionalism, poise, tact, and diplomacy to accomplish work objectives
- Knowledge of applicable personnel laws and regulations and benefits administration
- Proven ability to build and conduct training and development
- Excellent verbal and written communication skills
- A strong team player with a positive attitude and ability to absorb and learn quickly; willing to go the extra mile
- History of strong partnership and collaboration across teams
- Demonstrates passion, commitment, and integrity, taking responsibility and building trust
- Strong organizational skills and attention to detail
- Comfortable adapting to change in a fast-paced environment; ability to undertake several tasks simultaneously and manage them effectively
- Ability to prioritize responsibilities and take ownership of projects
- Technical proficiency (G-suite; online HR Platform management; etc.)
- Commitment to 826 National Mission
- Ability to direct large-scale projects while effectively managing the work of others.
- Strength -based approach to team leadership.

The position is open until filled. Final compensation is commensurate with experience.

Benefits

Comprehensive benefits, including medical, dental, vision care, and retirement, paid holidays, 15 days of annual vacation for the first two years of employment, with increases thereafter.

How to Apply

Please visit <https://826national.typeform.com/to/VKCIBP> to complete an online application and submit a resume and detailed cover letter highlighting your interest and relevant experience.

826 National is an equal opportunity employer that seeks to hire those representative of the diverse communities we serve. 826 National hires without regard to race, color, religion, sex, national origin, age, sexual orientation, gender identity or expression, disability, HIV/AIDS status, veteran status or any other characteristic protected by law. All are encouraged to apply.

