



POSITION:	Talent and Culture Manager
REPORTS TO:	Chief Financial & Administrative Officer
FLSA STATUS:	Exempt
SUPERVISES OTHERS:	No

Summary

The Talent and Culture Manager is the central resource for TE staff focused on coaching, performance support and promotion of an inclusive organizational culture, with a particular emphasis on practices that support TE in operationalizing racial equity. In partnership with the Chief Financial & Administrative Officer (CFAO), this role works closely with TE Directors, managers, and supervisors for the success of the organization.

Essential Functions

Coaching & Performance Support

- Identifies and, where possible, develops and delivers supervisory and policy training for managers and supervisors.
- Assists managers and supervisors related to leading teams, managing staff performance corrective action as needed, and implementing policies, procedures and practices for consistent expectations across the organization.
- Supports managers and supervisors in the annual performance management process, including performance reviews and goal setting.
- Helps identify internal pathways and ensures that a wide range of professional development opportunities are available that allow people to grow and learn.

Inclusive Culture Building

- Ensures policies, practices, and intended outcomes align with the TE Racial equity organizational assessment.
- Engages staff for input, facilitates HR-related policy dialogue and builds cultural competence around the organization's needs and expectations to attract and retain staff.
- Fosters inclusive culture that builds employee value and empowerment. Leads employee onboarding and the internal staffing employee resources group (The Voice), and promotes opportunities for informal and formal leadership.

HR Support

- Engages with managers regarding recruiting for open position activity; supports development of employment processes that addresses bias and identifies equity skill sets; proactively works to attract a candidate pool that reflects the communities we serve. Manages open position activities include reviewing, screening, referring candidates for open positions, maintains interview notes and coordinates the offer and onboarding process.
- Aligns practices that comply with employment laws and ensures HR best practices.

- Supports other HR initiatives as needed at the direction of the CFAO.
- Assists in organizational planning of staff meetings and events.

Qualifications

Success in this position typically requires:

- Commitment to Towards Employment mission and values
- Bachelor's Degree or equivalent experience in Human Resources, Learning and Development, Organizational Development, Diversity, Equity and Inclusion or equivalent combination of education and experience
- 3+ years of experience in Human Resources positions, with a focus on organizational development, staff development and inclusion.
- Professional in Human Resources (PHR), SHRM-CP or Diversity, Equity & Inclusion certification preferred, not required
- Exceptional interpersonal skills and coaching skills including evidence of the practice of a high level of confidentiality
- Ability to work effectively and collegially with people with a diverse cultural, socioeconomic, racial and educational backgrounds
- Proficiency with Microsoft Office Suite, MS Word, Excel and Outlook
- Excellent written & oral communication skills with strong organizational, time management and problem-solving skills
- Commitment to Towards Employment mission and values

Competencies

This opportunity will support the overall cultural health and team building of the organization, which requires:

- **Relationship Building** - Builds and maintains effective relationships with all stakeholders, including internal managers and staff and external candidates. Is sensitive to the diverse perspectives of stakeholders and works with them to resolve differences. Outstanding ability to effectively communicate.
- **Emotional Intelligence** – The ability to understand what motivates the team, and to lead with consideration of the whole employee; able to build rapport and maximize individual strengths while consistently applying policies and practices.
- **Intellectual Curiosity** – Seeks information. Genuine interest in people, organizational design, and culture, and ability to ask critical questions with a continuous improvement mindset.
- **Equity & Inclusion Champion** - incorporating the perspectives of multiple communities, in the consideration of impacts and outcomes of a decision-making process. Understands the concepts of institutional and structural racism and bias and their impact on underserved and underrepresented communities.
- **Social Justice Advocacy** – Passionate about promoting racial equity and inclusion at a personal, organizational and systems level.

This part-time opportunity will be designed to meet the needs of TE and the selected candidate.

Preference for candidates willing to work a total of 24 hours per week.