



POSITION: Talent and Culture Specialist
REPORTS TO: Chief Financial & Administrative Officer
FLSA: Exempt
MANAGES OTHERS: No

SUMMARY

The Talent and Culture Specialist is the central resource for TE staff focused on staffing, onboarding, performance management, employee development and engagement, and employee relations. In partnership with the CFAO, this role works closely with all employees of the organization, including directors, managers, supervisors and staff to build an inclusive culture for organizational success.

ESSENTIAL FUNCTIONS

Staffing & Onboarding

- Serves as the primary point of contact for managers to support staffing of open positions including posting, screening, scheduling interviews, and coordinating the offer and hiring process.
- Develops innovative approaches and proactively works to attract a candidate pool that reflects the communities we serve. Leads employee onboarding including set up and benefits selection; provides support and point of contact throughout new employees' early months.

Staff Development & Performance Management

- Identifies and engages staff in opportunities for development and learning, including formal professional learning targets and less formal opportunities for learning.
- Establishes the structure for learning management and participation.
- Manages the annual performance review process, including coaching staff to complete self-assessments and managers to provide complete, meaningful, feedback aligned to employee goals. Supports employee goal-setting work across the organization.
- Develops mid-year performance feedback and managerial coaching opportunities including support for corrective action.

Employee Relations & Engagement

- Participates in cross-functional REI team initiative; provides insight and recommendations from an HR lens.
- Fosters inclusive culture that builds employee value and empowerment.
- Supports the internal employee resource group (The Voice) and promotes opportunities for employee participation.
- Enables an open door policy of the organization for all staff to foster inclusive culture that builds employee value and empowerment.
- Ensures supervisory skills are developed and reinforced; balances advocacy for employees with managerial expectations, policies and practices.
- Coordinates resolution of issues between employees and/or between employees and supervisors in a fair and consistent manner and in compliance with company policies and work expectations.
- Facilitates organizational planning for staff-wide events, including opportunities for remote staff to connect and engage with one another.

REQUIREMENTS

Education & Experience

Consideration for this position requires:

- Commitment to Towards Employment mission and values.
- Bachelor's Degree or High school diploma and equivalent work experience.
- 3-5 years HR administration experience required, non-profit experience preferred.
- Demonstrated communication and collaboration skills, and relationship building and customer service orientation.
- Strong written and oral communication, attention to detail, organizational, time management and problem-solving skills.
- Proficiency with Microsoft Office, PowerPoint, Excel, and Outlook.
- Ability to work remotely effectively until a safe return to onsite work is plausible.

Competencies

Success in this position also requires:

- **Relationship Building** - Ability to work effectively and collegially with people with a diverse cultural, socioeconomic, racial and educational backgrounds; ability to understand and bridge relationships between constituents and stakeholders, internally and externally.
- **Confidentiality and Discretion** – Ensures a high level of discretion at all times, on all matters.
- **Emotional Intelligence** – Ability to understand others' motivation and priorities, considering the whole employee; able to build rapport and maximize individual strengths while consistently applying policies and practices.
- **Social Justice and Racial Equity Advocate** – Passionate about promoting racial equity and inclusion at personal, organizational and systems levels; Understands the concepts of institutional and structural racism and bias and their impact on underserved and underrepresented communities.

Interested candidates should submit their cover letter and resume to hr@towardsemployment.org for consideration.