**Position Overview**

Director of People and Culture

Marion Polk Food Share is the regional food bank leading the fight to end hunger in Marion and Polk counties.  Support from our local community makes it possible for the Food Share to collect and distribute nutritious food for children, adults and seniors through more than 100 partner programs, including food pantries, meal sites and home-delivered meals and to carry out programs to address the root causes of hunger.

The mission of Marion Polk Food Share is ***“Leading the fight to end hunger in Marion and Polk counties, because no one should be hungry.”***

**At the Food Share, our commitment is to:**

* Treat all people as our neighbor
* Listen first and seek to understand
* Focus on shared goals
* Celebrate diversity, ensure dignity and act equitably
* Encourage creativity and be willing to take risks

Summary of Role: The Director of People and Culture oversees the Food Share’s engagement of its most valuable resource – people. The Director of People and Culture develops and implements the Food Share policies and practices to ensure a productive and satisfied work force which is comprised of three primary groups of people: staff, volunteers, and vocational training participants.

**Areas of Responsibility, Evaluation and Essential Functions:**

1. **Diversity, Equity, and Inclusion (20%)**

* Working with the Food Share’s Equity Committee and Leadership Team take a lead role in developing, implementing, and reporting on the Food Share’s equity goals, plans and outcomes.
* Collaborate with the leadership team and managers to integrate diversity, equity, and inclusion practices into the Food Share’s work practices and program goals.
* Collaborate with managers to provide resources to employees seeking support around diversity, equity, and inclusion challenges.
* Strengthen the Food Share’s relationships and collaborations with key segments of the community regarding diversity, equity, and inclusion.

1. **Staff Development and Employee Relations (20%)**

Lead the Food Share’s strategies for staff support and development.

* + Lead the Food Share’s Coaching and Mentoring Program (CAMP).
    - Facilitate employee evaluation process, support developmental goals and employee discipline.
    - Develop and administer performance review program to ensure effectiveness, compliance, and equity within organization.
  + Lead and implement management and staff training strategy.
  + Support managers and staff in navigating employee relations issues.
    - Support managers and employees by providing advice, counsel and decisions concerning HR issues.
    - Coordinate management and staff training in interviewing, hiring, terminations, promotions, performance review, safety, and sexual harassment prevention.
    - Respond to employee inquiries regarding policies, procedures, and programs.
    - Assist managers in supporting and enforcing company policies and procedures including performance disciplinary issues.

1. **HR Administration and Compliance (20%)**
   * Lead compensation strategy.
     + Respond to wage surveys within labor market to determine competitive wage rates.
     + Administer pay equity program to ensure compliance and equity within organization.
   * Lead and administer benefit plans.
     + Identify and recommend competitive benefit plans that align with the Food Share’s goals and culture.
     + Administer benefits programs including life, health, dental and disability insurances, pension plans, vacation, sick leave, leave of absence, and employee assistance.
   * Ensure compliance with HR legal issues.
     + Identify legal requirements and government reporting regulations affecting human resources functions and ensure policies, procedures, and reporting are in compliance.
   * Lead and implement the Food Share’s human resource systems, practice and polices.
     + Ensure employee handbook remains legally compliant and updated with the most recent organizational policies.
     + Prepare all new employee files. Create hire orientation packet and procedures and train staff onimplementation.
     + Prepare employee separation notices and related documentation, and conduct exit interviews to determine reasons behind separations.
     + Keep records of benefits plans participation such as insurance and pension plan, personnel transactions such as hires, promotions, transfers, performance reviews, and terminations, and employee statistics for government reporting.
2. **Leadership and Strategy (20%):**

* Serve on the Leadership Team of the Food Share, along with the President & CEO, VP’s and other Directors.
  + Advise management in appropriate resolution of employee relations issues.
  + Prepare and monitor Human Resource budget.
    - Help guide organizational direction and culture.
    - Advise leadership team on HR risks to address.
    - Ensure the leadership team and staff have the information necessary to properly exercise their responsibilities.
  + Develop organizational strategies by identifying and researching human resources issues and establishing human resource objectives in line with organizational values.
    - Address organizational challenges, develop sound organizational plans, policies and practices.
    - Guide management and employee actions by researching, developing, writing and updating policies, procedures, methods and guidelines; communicating and enforcing organizational values.

1. **Manage people and projects not directly tied to HR operations (20%)**

* Oversee the Food Share’s engagement of volunteers and vocational training participants.
  + Supervise the Volunteers and Vocational Training Manager.
  + Oversee and support a comprehensive strategy to recruit, engage, retain, and recognize volunteers. Ensure the plan advances the organization’s strategies to increase engagement and deepen relationships with individuals, new target audiences and affiliated organizations.
  + Oversee and support a comprehensive strategy of vocational training participant engagement. Ensure the plan provides a meaningful work experience that attracts qualified participants and assists participants in gaining relevant professional skills.
* Oversee the front desk staff and management of the office.
  + Supervise and support the front desk staff.
    - Oversee general office management operations.

1. **Other duties as assigned**

**Education and/or Experience; Certificates/Licenses/Registrations:**

* This position typically requires a Bachelor’s degree with a minimum of five years of Human Resources experience; or an equivalent combination of education and experience.
* Possession of the HRCI or SHRM certification in Human Resources is highly preferred.
* Proven success in leading the development and implementation of HR strategies.
* Demonstrated experience in learning, designing and implementing new or improved people processes.
* Proven experience developing, executing and integrating new and/or existing HR and vocational program processes.
* Demonstrated successful management experience including effective development, coaching and mentoring of teams.
* Must pass pre-employment drug screen and full background check, including driving record check.

**Necessary Knowledge, Skills, and Abilities:**

* Demonstrated cultural competence.
* Flexibility to work occasional nights and weekends.
* Independent thinker and problem solver.
* Strong communication and influencing skills.
* Demonstrated ability to support an environment that emphasizes client focus, collaboration and interdependence.
* Ability to assess and deliver innovative and customer orientated HR, volunteer management and vocational training solutions.
* Demonstrated capability in establishing and leading a people and organization strategy to ensure business objectives are achieved.
* Excellent oral and written communication skills required.
* Excellent interpersonal and conflict resolution skills required.
* Ability to effectively present and speak before small to large groups.
* Ability to work in a fast-paced environment with multiple, changing priorities, while delivering quality service within narrow time limitations.
* Ability to operate standard office equipment, personal computer, scanners and relevant software.
* Knowledge of Human Resources Information Systems and the ability to operate a personal computer in a networked environment is required.
* Valid Oregon driver’s license and reliable transportation required.

**Job Conditions:**

Work is performed in a variety of office environments and other locations inside and outside of the Food Share, while using a telephone and sitting at a computer screen for extended periods. May lift, move and carry objects up to 40 pounds, such as boxes containing materials and other supplies. Will work or travel out of the local area and work outside normal working hours, such as evenings and weekends on occasion. Occasional overnight travel. Willing to drive personal vehicle for business purposes.

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| Title | Director of People and Culture | Department | Administration |
| FLSA | Exempt  Non Exempt | Salary Range | $25.95 - $31.79 |
| Status | Full Time  Part Time | Hours Per Week | 40 |
| Reports to | President/CEO | Date of Last Revision | 03/03/2020 |
| Alternate Title(s) |  | Grade | M |
| Employee Signature |  |  |  |
| Supervisor Signature |  |  |  |
| HR Signature |  |  |  |