

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*
 - *Encourage creativity and be willing to take risks*
 - *Listen first and seek to understand*
 - *Focus on shared goals*
 - *Celebrate diversity, ensure dignity and act equitably*
-

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 will lead on culture practices, and provide expertise and support in the areas of Performance Management, Employee Relations, Employee Engagement, Diversity & Inclusion, Policy and Procedure Development, and HR Compliance.

Areas of Responsibility, Evaluation and Essential Functions:

1. Diversity and Inclusion (20%)

- Provide leadership and coordination to the agency’s Equity Committee and Leadership Team to develop, implement, and report on the agency’s equity goals, plan and outcome.
- Collaborate with the leadership team and to integrate diversity, equity, and inclusion practices into workplace and program practices, and into agency and program goals.
- Collaborate with managers to provide resources to employees seeking support around diversity/equity/inclusion challenges.
- Strengthen the agency’s relationships and collaborations with key segments of the community regarding diversity, equity, and inclusion.

Documenting the Diversity, Equity and Inclusion Initiative

- Define developmental stages for DEI initiative at MPFS.
-

- Document for each stage *Key Activities, Lessons Learned, Supporting Materials (case studies), HOW TO notes to guide others in process, Evaluation Material*.
- Outline, draft, and finalize – in partnership with the Leadership/Equity-Team – a document that communicates information on each stage.

Supporting Program-specific Equity Initiatives

- Build and maintain resource library (video, books, articles, speakers).
- Organize and/or deliver staff training
- Publish organization-wide communication 3-4 times per year.
- Provides support to Leadership team and Equity Committee to ensure that quality on-going training and initiatives are available and implemented across the organization.

Staffing the Organization-wide Equity-Team

- Builds agendas in partnership with Leadership/Equity-Team Co-Chairs
- Schedules Equity-Team activities
- Maintains bi-weekly meetings with Co-Chairs and reports for regular supervision
- Tracks and compiles on-going data to support Equity-Team evaluation of initiative

2. Compliance and Strategy (20%)

- Identifies legal requirements and government reporting regulations affecting human resources functions and ensures policies, procedures, and reporting are compliance.
- Advises management in appropriate resolution of employee relations issues.
- Develops and administers performance review program to ensure effectiveness, compliance, and equity within organization.
- Prepares and maintains Human Resource Operations budget.
- Ensures employee handbook remains legally compliant and updated with the most recent organizational policies.

3. Employee Relations and HR Administration (20%)

- Responds to employee inquiries regarding policies, procedures, and programs.
- Prepares all new employee files. Creates hire orientation packet and procedures and trains staff on-implementation.
- Coordinates management and staff training in interviewing, hiring, terminations, promotions, performance review, safety, and sexual harassment prevention.
- Facilitates employee evaluation process, supports developmental goals and employee discipline.
- Prepares employee separation notices and related documentation, and conducts exit interviews to determine reasons behind separations.
- Assists managers in supporting and enforcing company policies and procedures including performance disciplinary issues.
- Administers pay equity program to ensure compliance and equity within organization.
- Administers benefits programs including life, health, dental and disability insurances, pension plans, vacation, sick leave, leave of absence, and employee assistance. Keeps 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.

- Responds to wage surveys within labor market to determine competitive wage rate.

4. Leadership (20%):

- Serves on the Leadership Team of the Food Share, along with the President & CEO, VP's and other Directors.
- Supports managers and employees by providing advice, counsel and decisions with HR issues.
- Guides organizational direction and culture.
- Addresses organizational challenges, develops sound organizational plans, policies and practices.
- Ensures the leadership team and staff have the information necessary to properly exercise their responsibilities.
- Develops organizational strategies by identifying and researching human resources issues and establishing human resource objectives in line with organizational values.
- Guides management and employee actions by researching, developing, writing and updating policies, procedures, methods and guidelines; communicating and enforcing organizational values.

Vocational Training (10%)

- Oversees the Food Share's engagement of vocational training participants to design and implement a meaningful work experience that attracts qualified participants and assists participants in gaining relevant professional skills.
- Manages relationships with the Food Share's vocational training partners to ensure a steady stream of vocational training participants.
- Works with staff to design positions that support the work of the Food Share and can be successfully implemented by a person in a vocational training position.
- Provides support to staff to conduct meaningful participant evaluations.
- Provides training, coaching and counseling to Vocational Participants.

Volunteer Engagement (10%)

- Designs and implements a comprehensive strategy to recruit, engage, retain, utilize and recognize volunteers.
- Supervises the Volunteer and Vocational Program Manager, the Volunteer Coordinator, Reception and multiple Vocational Participants.
- Develop a plan that advances the organization's strategies to increase engagement and deepen relationships with individuals, new target audiences and affiliated organizations.

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 executing the building and/or integrating of new 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:

- Leadership capability: able to operate as part of the management team to move organization-wide initiatives.
- Creativity: able to evaluate program practices and materials, and apply judgment to design practical methods to improve program performance.
- Facilitation: training and experience in leading group-facilitated processes.
- Ability to work well with volunteers and staff from diverse racial, ethnic and socio-economic backgrounds and with disengaged populations.
- Strong organizational skills; ability to organize & prioritize tasks, communicate clearly with team and volunteers both verbal and written.
- Ability to work effectively with and support others in a team environment.
- Flexibility to work occasional nights and weekends.
- 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.
- Requires excellent oral and written communication skills.
- Must have excellent interpersonal and conflict resolution skills.
- 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.
- Requires a valid Oregon driver's license and reliable transportation.

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.

Title	Director of People and Culture – HR	Department	Administration
FLSA	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non Exempt	Salary Range	\$30.00 - \$36.75
Status	<input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time	Hours Per Week	40
Reports to	President/CEO	Date of Last Revision	6/12/2020
Alternate Title(s)		Grade	M
Employee Signature			
Supervisor Signature			
HR Signature			

ⁱ This job description does not list all the duties of the job. You may be asked to perform other duties. You will be evaluated in part based upon your performance of the tasks listed in this job description. The Food Share has the right to revise this job description at any time. The job description is not a contract for employment.

To perform this job successfully, an individual must be able to perform each essential duty and physical demand satisfactorily with or without a reasonable accommodation. EOE.