



Girls Incorporated®
of Alameda County

Girls Inc. of Alameda County Senior Director of Human Resources

Organizational Overview

Girls Inc. of Alameda County's mission is to inspire all girls to be strong, smart, and bold. Since 1958, we have responded to the unique needs of girls aged 5-18. We empower girls in underserved communities, equipping them to navigate gender, economic, and racial barriers and grow into healthy, educated, and independent adults. All programs are developmentally appropriate, supporting girls' changing needs as they grow. From literacy activities in elementary school, to exciting hands-on science projects in middle school, to building leadership skills and college readiness in high school, Girls Inc. girls receive the support and the opportunities they need to thrive. Poised for growth, the Girls Inc. of Alameda County's operating budget is \$6.9M with 110 staff in our downtown Oakland Simpson Center for Girls and in more than 20 schools and satellite centers across Alameda County.

Position Overview

The Senior Director of Human Resources leads organizational efforts to recruit, develop, and retain a high performing and diverse workforce, and foster a healthy, safe, and productive environment for staff and girls, so we can fulfill our mission. The position will oversee the overall administration and coordination of the human resources function, as well as assist in the day-to-day operations. This is the perfect opportunity for a confident, self-motivated HR generalist with a high level of attention to detail, the ability to 'make things happen' and a willingness to roll up his/her sleeves as necessary. The successful candidate will be able to manage multiple projects while advising and guiding more junior members of the organization. The position reports to the Chief Executive Officer, works closely with the Chief Financial Officer, serves on the Senior Leadership Team, and manages an HR Associate.

Major Duties and Responsibilities

- Oversee all aspects of Human Resources' programs, procedures, and guidelines, including staffing cycle, employee relations, benefits, and compensation to align the workforce with the strategic goals of the organization
- Cultivate an employee-oriented organizational culture that emphasizes team building, continuous improvement and high performance
- Develop, enhance and implement systems and procedures to support the effectiveness of the Human Resources department, embracing technology whenever possible
- Oversee the analysis, maintenance and communication of records/documentation required by law, funding sources or other departments

Qualifications

- Passion for the mission of Girls Inc. of Alameda County
- Minimum 5 years of human resources experience as a manager
- Ability to function as an organizational leader and to contribute to long-range plans and strategies for growth and sustainability

- Demonstrated success in a fast-paced environment where multi-tasking and priority-setting abilities are critical to success
- Self-reliant, good problem solver, results oriented

Salary and Benefits

Salary commensurate with experience. Girls Inc. offers employer paid medical benefits, a 403B plan and voluntary vision, dental and life insurance. Flexible spending and pre-tax parking and transit plans are also available.

Girls Inc. of Alameda County is proud to be an equal opportunity workplace. At Girls Inc., promoting, celebrating, and supporting diversity is core to our mission. Individuals are considered without regards to race, gender, age, sexual orientation, gender expression, religion, color, veteran status, disability, marital status, or ancestry. People of color are strongly encouraged to apply for this position.

To APPLY

Please send resume and cover letter to: jen@colosiassociates.com

For more information about Girls Inc. of Alameda County, please view our website at www.girlsinc-alameda.org