



Position: Sr. Manager/Director of Human Resources

Location: New York/Bay Area

ABOUT BLACK GIRLS CODE

Launched in 2011, [Black Girls CODE](#) (BGC) is devoted to showing the world that black girls can code, and do so much more. By reaching out to the community through workshops and after school programs, Black Girls CODE introduces computer programming and technology to girls from underrepresented communities in technology areas such as web design, robotics, gaming, mobile app development and more. By cultivating the next generation of coders we hope to grow the number of women of color in technology and give underrepresented girls a chance to become the future leaders in technology and the masters of their technological worlds. We thrive on working in a collaborative, fast-paced environment. We represent a diversity of backgrounds, a wealth of experience and a lot of fun.

POSITION

The Sr. Manager/Director of Human Resources will manage the overall HR/people operations for Black Girls CODE. This role will manage all people-related matters including performance management, training and development, employee relations and total rewards administration.

The successful candidate will have prior people operations experience in a nonprofit, corporate and/or start-up environment. Successful candidates will also have a proven track record of maintaining high performing teams, with a focus on diversity, equity and inclusion initiatives.

The Sr. Manager/Director of Human Resources will be a full-time position reporting to the VP of Talent and Culture.

RESPONSIBILITIES

- Serve as a Talent/Business Partner to leaders and employees across BGC and provide subject-matter expertise on key organizational and talent management issues, including employee engagement, development and career progression, and performance management and feedback
- Own and manage onboarding/employee exit process, payroll processing, employee data management, benefits and total rewards administration, while bringing new ideas to the team to keep inline with the competitive marketplace
- Facilitate the implementation and improvement of people practices and programs (e.g. merit and promotion, workforce planning, performance management, career pathing and development, etc.)
- Maintain knowledge of latest legal requirements related to day-to-day management of

- employees, reducing legal risks and ensuring regulatory compliance
- Understand and integrate diversity and inclusion strategies into plans, programs, and practices to ensure an inclusive approach in the workplace
- Assist with the communication and rollout of updated or new people programs and policies

QUALIFICATIONS

This is an extraordinary opportunity to be part of a small and growing team in a dynamic startup environment. The position offers great potential for learning and affords real opportunity to have a tangible impact on communities across the country.

REQUIREMENTS

- Minimum of 4 years in an HR Business Partner or People Operations role
- Ability to work in a fast-paced, high volume, and ambiguous environment
- Knowledge of latest employment laws and regulations
- Strong organizational skills and ability to balance multiple priorities in a changing environment
- Ability to pay close attention to detail and be highly organized, staying productive and accurate under pressure with tight deadlines (a sense of humor helps, too).
- Strong problem-solving skills, including the ability to proactively provide solutions that circumvent anticipated problems.
- Excellent verbal and written communication skills, with exceptional attention to detail
- Strong interpersonal skills and ability to work well in a team environment
- Looking for team member with self-discipline, carefulness, thoroughness, self-organization, solid deliberation skills
- Integrity, maturity, credibility, and a demonstrated commitment to BGC's mission
- Bachelor's Degree or HR Certification (PHR, SPHR) preferred