



Job Title: Director of People Operations (HR)

Location: Newark, New Jersey

Reports to: Chief Financial & Operations Officer

Job Description:

The New Jersey Institute for Social Justice is seeking a dynamic and experienced Director of People Operations to lead the HR function in our mission-driven organization. This role plays a crucial part in supporting our cutting-edge racial and social justice work, advocating for systemic reform in economic justice, criminal justice reform, and democracy and justice.

Responsibilities include:

1. **Strategic HR Leadership:**
 - Develop and execute HR strategies that support the organization's overall business objectives.
 - Provide guidance to senior management on HR-related issues and contribute to organizational decision-making.
 - Responsible for the management of the department; will include one direct report.
2. **Talent Acquisition and Management:**
 - Oversee the recruitment process, ensuring the organization attracts and retains top talent.
 - Implement effective onboarding programs and talent development initiatives.
 - Foster a performance-driven culture through goal setting, performance evaluations and career development.
3. **Employee Relations:**
 - Act as a mediator in employee relations matters, promoting a positive and inclusive work environment.
 - Address and resolve workplace conflicts and issues in a fair and consistent manner.
4. **Compliance and Policy Development:**
 - Stay current on employment laws and regulations, ensuring the organization's compliance.
 - Develop and update HR policies and procedures to align with best practices and legal requirements.
5. **Benefits Administration:**
 - Oversee the design, implementation and administration of employee benefit programs.
 - Collaborate with external vendors to ensure competitive and cost-effective benefit offerings.

6. **Training and Development:**
 - Identify training needs and develop programs to enhance employee skills and competencies.
 - Implement initiatives to support continuous learning and professional development.
7. **Project Manage key initiatives and projects such as:**
 - Implement HR Strategy, Plan and Goals
 - Implement Benefits Guide, Education & Well-being programs
 - Evaluate HR support and define response time standards
 - Document and revise onboarding, performance management, employee engagement and offboarding processes
 - Revise key policies based on the new Employee Handbook
 - Implement SOPs for HR key areas

Qualifications:

- Bachelor's Degree and at least five years of relevant HR and leadership experience.
- Ability to work effectively with diverse workforce.
- Excellent writing skills, attention to detail and problem-solving abilities.
- Proficient in Word, PowerPoint and Excel; ability to learn and utilize HR systems.
- Integrity, honesty, and a balanced, objective approach.
- Outstanding interpersonal skills, including tenacity and flexibility.
- Passionate about the work of the Institute.

Compensation:

This is a full-time, at-will position. Salary is commensurate with experience and includes excellent benefits, including health, dental, and vision, life insurance, Medical Expense Reimbursement Program, travel stipend, a 401(k) plan with an employer contribution, and generous vacation, sick and holiday leave.

Applications:

Applications will be reviewed on an ongoing basis and will be accepted until the position is filled. Please email your cover letter and resume to team@soarenterprise.com.

About the New Jersey Institute for Social Justice:

The Institute is an equal opportunity employer, and we value a diverse workforce and an inclusive culture.

Established in 1999 by Alan V. and Amy Lowenstein, the Institute's cutting-edge racial and social justice advocacy seeks to empower people of color by building reparative systems that create wealth, transform justice and harness democratic power—from the ground up—in New Jersey.

Known for our dynamic and independent advocacy aimed at toppling load-bearing walls of structural inequality to create just, vibrant and healthy communities, we are committed to exposing and repairing the cracks of structural racism in our foundation that erupt into earthquakes in communities of color. The Institute advocates for systemic reform that is at once transformative, achievable in the state and replicable in communities across the nation.