



**Position Title:** People Operations Manager

**Department:** Administration

**Reports to:** Executive Director

**Type:** Full Time Employment, Hourly, Benefited, Non-Exempt

**Compensation:** \$60,000 - \$65,000 annual compensation for 40 hours of work per week, plus benefits. We provide a flexible, hybrid (remote and in-person) work schedule which includes 100% employer paid medical, dental, and vision insurance, a total of 26 days paid time off, and a 401(k) plan with 4% employer contribution and 100% vesting. This position is eligible for enrollment in the Public Service Loan Forgiveness (PSLF) program.

### **Our Mission**

Queer Asterisk empowers and nurtures the diverse ways of being that queer people embody by providing accessible counseling, education and community programs that uplift queer, trans and gender expansive lives.

### **Position Summary**

The People Operations Manager is a multi-faceted role which guides the direction of human resources and organizational operations under the direction of the Executive Director. The role is approximately 75% dedicated to human resources and 25% to organizational operations.

This role plays a key role in projects related to performance management, policy implementation, employee relations, workplace operations, and technology solutions. The individual within this role would have prior success in administering HR policies, procedures, and programs to ensure compliance and engagement throughout the organization. The best candidates will draw on their extensive knowledge of People Operations, will have sharp business acumen and an ability to forge dynamic relationships across the organization.

### **Preferred Skills & Qualifications**

- 2+ years as Human Resources Manager or equivalent
- High level of administrative competency; fluency with GSuite & Microsoft Teams; proficiency with related agency software
- Excellent written and verbal interpersonal skills; analytical, decision-making, and problem solving skills
- Demonstrated motivation to support the well-being of queer and trans communities; understanding of diversity, equity, inclusion, and belonging
- Familiarity with mindfulness-based practices and a desire to contribute to a contemplative work setting

## Job Description

- Supporting and providing guidance to management teams on issues including, but not limited to, performance management, employee relations, enforcement of policies and procedures, disciplinary documents and other HR related functions
- Prioritizing, pushing back, and demonstrating a strong sense of urgency, all while being highly thoughtful and collaborative
- Overseeing performance management activities, including performance reviews and performance improvement plans
- Developing and implementing HR policies, procedures, and best practices, supporting HR analytics and reporting to provide insight and enhance overall engagement.
- Acting as a liaison between employees and management, promoting effective communication and a positive work environment
- Maintaining electronic HR systems and databases to accurately capture and update employee data, records, and documentation, while upholding the integrity and confidentiality of human resource files and records.

*Queer Asterisk encourages applications from candidates who reflect the communities we serve, which includes Black, Indigenous, People of Color, Queer and Trans individuals. We are an equal opportunity employer. It is our policy not to discriminate based on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status in any of Queer Asterisk's activities or operations.*

To apply, please send your resume and cover letter to [hr@queerasterisk.com](mailto:hr@queerasterisk.com) by Monday, April 8, 2024.