



Position Title: Part-Time People Operations Manager

Department: Administration

Reports to: Executive Director

Type: Part Time Employment, Hourly, Non-Benefitted, Non-Exempt

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.

This position plays a key role in projects related to performance management, policy implementation, and employee relations. The individual in 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.

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

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 anti-oppressive practices and a desire to contribute to a compassionate and contemplative work setting.

Compensation: \$39,000-42,000 annual compensation (depending on experience and background) for 24 hours of work per week, paid hourly (\$31.25 - \$33.65/hour). We provide a flexible, hybrid (remote and in-person) work schedule. This role is not benefitted but is eligible for PTO.

To apply:

Please send resume and cover letter to jobs@queerasterisk.com.

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.