

Career Opportunity: Director of People and Organizational Culture

Do you have interest in approaching organizational culture from a place of creativity and curiosity? Do you have lived experience navigating and supporting communities of diverse cultural backgrounds and varied identities? A passion for exploring and integrating tools such as a restorative approach to conflict management, and a justice, equity, diversity, and inclusion (JEDI) lens in each aspect of HR?

The Grand Canyon Trust is hiring a **Director of People and Organizational Culture** whose work uses an approach based in equity, relationship building, conflict transformation/management, multiculturalism, and innovative change management practices to strengthen the collective vision for the Grand Canyon Trust. This person balances HR best practices with people based work, and justice, equity, diversity, and inclusion. This position is a vital part of the heart of the organization and its future. The Grand Canyon Trust has 45+ employees and a budget of \$5.8M.

We value all types of experience including but not limited to: traditional knowledge, volunteer work, relationships built, school or coursework, community organizing, professional experience, transferable skills, and other related qualifications and skills.

No candidate will meet every requirement. If you're excited about the position and think you may be a good candidate, we encourage you to apply.

Desired Qualifications

- Lived experience with and/or connections to communities who experience inequity.
- A familiarity with the lands and peoples of the Colorado Plateau. Previous work and/or lived experience based in Native communities preferred.
- A commitment to following the priorities and addressing the needs of Native and multicultural staff.
- Experience with HR or similar positions (i.e. org development, leadership coaching, supervising employees, conflict resolution, etc.) and knowledge of state and federal compliance.
- Experience with conflict transformation/management and willingness to learn mediation and restorative justice practices.
- Ability to center equity and care for others in all aspects of work and a commitment to justice, equity, diversity, and inclusion and the ability to integrate your commitment into your work.
- Ability to build trusting, reciprocal relationships; collaborate across multiple perspectives and power dynamics; and provide guidance and coaching to staff on matters such as org culture, leadership development, conflict management, and supervising others.

The nitty gritty

Flexibility and paid time off

- Flexible scheduling + work from home up to two days per week (For candidates located in Flagstaff; Position location: AZ, UT, CO, or NM with *preference* for proximity to Flagstaff, AZ. Ability to travel at least once a month to Flagstaff.
- 12 paid holidays
- Two weeks paid vacation in year one (three weeks in year two) and two weeks paid sick leave
- 12-14 weeks of paid parental leave

Benefits

- 100 percent employer-paid employee medical and dental insurance (50 percent employer-paid for qualified dependent premiums)
- Four percent automatic employer contribution to 401K retirement plan plus up to two percent match
- Employer-paid long-term disability insurance
- Professional development opportunities
- Paid community service time, sabbatical leave, and more

Location

AZ, UT, CO, or NM with *preference* for proximity to Flagstaff, AZ. Ability to travel at least once a month to Flagstaff.

Compensation

\$65,000-\$98,000 annual salary, commensurate with experience and qualifications.

COVID-19 precautions

COVID vaccination is required for this position. If you are in need of a reasonable accommodation, contact careers@grandcanyontrust.org

What does this position entail?

Leadership and Strategy (Approximately 15%)

- Creates and manages HR programs that support a positive, inclusive, and collaborative workplace.
- Builds and maintains trusting relationships with employees and applicants.
- Partners with the JEDI Manager and serves on the JEDI Committee to ensure all HR initiatives are in line with JEDI values, principles, and initiatives.
- Serves on the Organizational Support (OS) Team to lead organizational strategies as part of a cross-functional team.

Organizational Culture and Employee Experience (Approximately 30%)

- Works with the Executive Director to develop and administer equitable, transparent, and competitive pay, benefits, and flexibility programs.
- Supports a growing culture of feedback within the organization by implementing ongoing communication loops, including employee surveys, focus groups, and other feedback opportunities.
- Guides organizational design, career development, leadership development, staffing/workforce planning, and succession planning in concert with JEDI principals.
- Establishes, tracks, and reports on key people metrics, including turnover, retention, employee satisfaction, and pay equity to make improvements to workplace culture.
- Implements a strategy and plan for inclusive, meaningful employee recognition and retention programs.
- Serves as a member of the Mediation Team and provides leadership in navigating and resolving internal organizational conflict(s). Identifies conflict trends considering power dynamics related to identity and positional authority to support organizational change.
- Provides coaching and leadership through a wide variety of employee relations issues, ensuring objectivity and confidentiality.
- Meets regularly with employees and supervisors to provide guidance and coaching on org culture matters. Listens to employees, acts on feedback, and communicates results.

Recruitment and Retention (Approximately 25%)

- Manages organizational recruitment and retention strategies and programs in alignment with JEDI.

- Identifies staffing needs, creates job descriptions, recruitment plans, job advertisements, and facilitates the overall recruitment and hiring processes,
- Implements employee onboarding, orientation and new hire paperwork, and benefits education.
- Facilitates offboarding and exit interviews, identifying trends to shape organizational culture.

Policies, Procedures, and Operations (Approximately 15%)

- Develops policies and procedures and leads the annual employee handbook review and update.
- Upholds compliance with state, federal, and local regulations and in concert with JEDI.
- Administers medical leaves of absence and accommodations, ensuring confidentiality.
- Manages various HR-related administrative processes, including employee status changes and managing personnel files.
- Directs safety programming, workers' compensation claims management, unemployment claims management, and other compliance tasks.

Learning, Professional Development, and Performance (Approximately 10%)

- Develops and implements organization-wide training and coaching programs for Trust employee's professional growth and career development.
- Implements performance management strategy, including administering performance reviews, peer-to-peer feedback, mediation, coaching, and corrective action as needed.

Additional/Other (5%)

- Stays up to date on HR trends, organizational culture practices, and compliance/regulatory issues that impact the Trust.
- Attends staff retreats and events.

How do I apply?

1. Please send your resume and cover letter to careers@grandcanyontrust.org.
2. In your cover letter, please answer the following questions (*this is optional, as we recognize applying for a position requires a large time and energy commitment on your part. If you choose to include the answers to the questions in your cover letter, it will help the hiring committee to get to know you better on key aspects related to the position, including lived experience*.*)
 - a. Describe a time when you had to mediate a conflict, lead a restorative process, or facilitate a conversation with a team, co-worker, or group across differences (race, social identity, positional-authority, etc). How did you maintain the parties' confidence and trust in the process and in you? How did you navigate the power dynamics present?
 - b. Please describe your experience working with multicultural communities, including any lived experience* that relates to the position. How did you prioritize the needs and interests of people from varying backgrounds?

Initial Review of Applications: September 19, 2022

Applications will be reviewed on a rolling basis

Anticipated start date: November/December 2022

The Trust defines “experience” inclusive of **lived experience and transferable skills and experience. We consider lived experience to be knowledge and skills gained through experiences related to identity, community, relationships, traditional knowledge, and other direct and first hand circumstances that may not be captured on a typical resume. Transferable skills and experience includes but is not limited to: volunteer experience, school/coursework, community organizing, military experience, work-related experience, and/or other related qualifications, skills, and experience.)*

Commitment to justice, diversity, equity, and inclusion

The Grand Canyon Trust is an equal opportunity employer, and we are committed to justice, equity, diversity, and inclusion in every aspect of our organization. We work actively to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the basis of identity including but not limited to: Race, ethnicity, gender, parental status, national origin, age, religion, disability, veterans’ status, sexual orientation, gender identity, or gender expression. We actively seek diversity in our candidate pools. Applicants of all identities are encouraged to apply. If you are in need of a reasonable accommodation in the application or interview process, please contact careers@grandcanyontrust.org