



Job Posting

Position Title: Director, People and Culture

Direct Supervisor: CEO

Employment Type: Full-Time Exempt (40 hours/week)	Position Posted On: June 9, 2022
Salary Range: \$75K-\$90K	Application Due By: June 30, 2022
Location: Remote / Nationwide	Position Start Date: When Filled

About Horizons

Horizons is a National Network of community-centered education programs that aim to put children on a path to success in school and life. Horizons offers high-quality learning experiences for students outside of the traditional school year, making a long-term investment in supporting academic achievement and healthy youth development. Horizons affiliates and sites, along with Horizons National (HN), make up the Horizons Network: a powerful community dedicated to increasing opportunity for children from under-resourced communities.

The first Horizons program began in 1964 to help local students mitigate the “Summer Slide;” the cumulative erosion of academic skills due to a lack of enriching out-of-school time experiences. In 1995, Horizons National (HN) was formed to bring the successful program model to new students and communities. In addition to program expansion, HN sets the strategic direction for the organization and is responsible for supporting our growing Affiliate Network with activities and resources, professional development, fundraising opportunities, marketing materials, and the Horizons National Annual Conference & Meeting.

Vision: Our vision is a future in which every child thrives.

Mission: We advance educational equity by building long-term partnerships with students, families, communities, and schools to create experiences outside of school that inspire the joy of learning.

Who We Are

The Horizons National staff is a small, but mighty group of individuals working collaboratively across teams to ensure that new and existing Horizons programs are supported. Each staff member contributes unique strengths to the organization and has continued opportunities to learn, brainstorm ideas, take innovative risks, and think strategically. Sometimes, this means staff members are able to expand upon their strengths, and grow into evolving roles, which may be outside of their formal position description. Just as we work to provide caring, welcoming environments for Horizons students, we also prioritize the social and emotional well-being of our National staff - offering flexible work schedules; remote work options; various communication channels; staff meetings to share information, acknowledge, and appreciate one another; and opportunities to connect with colleagues both during and outside of work hours.



Our Commitment to Equity, Diversity, and Inclusion

As an organization whose central purpose is to mitigate inequities in education, Horizons is strongly committed to Equity, Diversity, and Inclusion (EDI) in all forms, and we strongly denounce racism, sexism, and discrimination of any kind. Focus on EDI is central to Horizons National and our National Network. We work to ensure that the Horizons National team is diverse and inclusive, and that the entire Horizons Network is empowered to bring their authentic selves to work, as our commitment to EDI is further enriched by the lived experiences we each individually bring.

Given our Network-wide commitment to EDI, the ideal candidate for this role at Horizons National must be comfortable engaging in discussions, be self-reflective, and be willing to challenge themselves and others to learn and grow continuously. We are eager to welcome future HN team members who share our commitment to EDI, and we strongly encourage individuals from diverse backgrounds to apply.

Position Summary

The Director, People and Culture will manage the development and implementation of programs and services that promote Equity, Diversity, and Inclusion at Horizons National, in addition to overseeing all Human Resources functions of the organization. Working closely with the CEO, the Director, People and Culture will serve as a strategic thought partner and provide recommendations on organizational learning and development, employee engagement, and organizational culture. This position will require effective communication skills and enthusiasm for collaborating with all staff across the organization to ensure seamless integration of new programs and tools that support a high-performance, diverse, and inclusive office environment, that is aligned with Horizons National's values.

Primary Position Responsibilities

Equity, Diversity, and Inclusion

- Work closely with the CEO to lead the implementation of the organization's Equity, Diversity, and Inclusion plan, translating strategies into tactical plans with clear actions and accountability.
- Collaborate with the Management Team to create a Recruitment Task Force that will focus on sourcing, hiring, and retaining diverse candidates by connecting with professional organizations and leveraging social media and community connections. Work with the Recruitment Task Force on the development of programs that attract, retain, and promote staff diversity.
- Develop training opportunities for employees on recognition and appreciation of individual differences and how those differences can be leveraged to meet our organizational goals.
- Build pro-active relationships within Horizons National and the Horizons Network to ensure alignment and focus on Equity, Diversity, and Inclusion in all practices. Partner with the HN Management Team to integrate EDI into decision-making and core activities throughout the organization.
- Develop, improve, and oversee EDI metrics and dashboards.
- Oversee EDI related external partnerships, memberships, and networking relationships. Be responsible for outreach and relationship building with national, local, and specialized EDI organizations that support our EDI goals and fulfillment of our EDI Framework, EDI Action Plan, and Strategic Plan.
- Serve as an advisor for the HN Culture Council and other HN employee groups and committees.



Human Resources

- Develop and implement policies, processes, training, and surveys to support Horizons National's Human Resource compliance and strategy needs.
- Implement programs designed to optimize employee engagement, satisfaction, and well-being (e.g., recognition programs, opportunities for cross-collaboration, professional development, mentorship, and coaching structures).
- Systematize and streamline employee recruitment, on-boarding, performance management, and separation procedures.
- Manage benefits, including the annual renewal process, and serve as point of contact for benefits related questions.
- Maintain all Human Resources documentation and resources, including the employee handbook, personnel files, and staff development materials.
- Research and implement best practices for employee engagement in a remote work setting.

Ideal Candidate Qualifications and Experience

At Horizons National, we know there are countless ways to learn, grow, and excel professionally. We respect this when we review applications, and take a broad look at the experience, skill set, and disposition of each applicant. We want to get to know you and the unique strengths and perspective you will bring to the work. We are most likely to be interested in your candidacy if you exhibit the majority of the qualifications and experiences listed below.

- Passion for and commitment to the mission of Horizons National.
- Bachelor's degree in the social sciences, Human Resources, business or related disciplines, or equivalent experience (Master's Degree preferred).
- Five to eight years professional work experience in workplace Equity, Diversity, and Inclusion and organizational culture initiatives.
- Training in Human Resources, Business Administration, or related field with at least five years of Human Resource management experience.
- Thorough knowledge of employment-related laws and regulations including EEOC and compliance.
- Willingness to lead and engage in EDI related work and conversations.
- Excellent written and verbal communication and presentation skills; experience working with different styles of communication and leadership.
- Excellent project management and organizational skills; attention to detail, and ability to set and meet deadlines with competing priorities.
- Must be self-initiating, exercise good judgment and confidentiality, and be able to work with minimal supervision in a remote environment.
- Demonstrated effectiveness managing diverse stakeholders including but not limited to executives, employee groups, external vendors, and consultants.
- Proven influencing and relationship building skills with internal and external partners and experience working directly with people from diverse racial, ethnic, and socioeconomic backgrounds and cultures.
- Values innovation and continuous learning with a flexible and adaptable working style.
- Eagerness to contribute on both an individual and team level.
- Values peer-to-peer learning and is excited about working collaboratively across organizational and Network-wide teams to achieve common goals.



- Ability to work remotely, be focused, self-driven, and able to communicate across different technology channels.
- Work effectively under pressure with the ability to work in a fast-paced environment.
- Occasional local travel to events within the regional area.

Compensation and Benefits

- \$75K - \$90K Salary
- Medical/Dental/Vision Coverage
- 401k with Company Contribution
- Paid Time Off and Paid Organization Holidays
- Long-Term Disability Insurance
- Life Insurance
- Short-Term Disability Coverage and Personal Leave
- Remote Work/Telecommuting and Flexible Work Schedules
- Professional Development

Application Process

- Interested applicants should email a cover letter and resume to jobs@horizonsnational.org. No phone calls please.
- Selected applicants will be contacted by the Hiring Manager to set up an interview.
- Interviews will be scheduled on a rolling basis and may include phone, virtual or in person interviews with one or more Horizons National staff members.
- Questions may be directed to jobs@horizonsnational.org.
- People of color and members of other historically excluded groups are welcome, and encouraged, to apply.

Horizons National is an Equal Opportunity employer. Employment opportunities at Horizons National are based upon one's qualifications and capabilities to perform the essential functions of a particular job. All employment opportunities are provided without regard to race; color; religion; sexual orientation or transgender status; gender identity or expression; pregnancy or related medical conditions; workplace hazards to reproductive systems; national origin and ancestry; age; veteran status; current physical or mental disability or history of; intellectual or learning disability; genetic information; homelessness status; sexual harassment; marital or civil union status; lawful activity outside of the workplace such as tobacco use; or any other characteristic protected by law.