

About the job

Affirma Consultancy is partnering with Oregon School Boards Association to help in finding their next Director of People Operations.

Who we are:

The mission of the Oregon School Boards Association (OSBA) is dedicated to improving student success and education equity through advocacy, leadership, and service to Oregon public school boards. We aim to provide adequate and stable funding for our public schools, creating every opportunity for strong student success and equitable outcomes.

Oregon School Boards Association is committed to creating a diverse environment and is proud to be an equal opportunity employer. Oregon School Boards Association is committed to equal opportunity for all persons including staff, volunteers, and clients served without regard to race, age, religion, color, sex, national origin, physical or mental disability, marital or familial status, family relationship, sexual orientation, gender identity, association with any other person in a protected class, veteran status, expunged juvenile record, source of income or any other classification protected by law.

Who you are:

The Director of People Operations holds a pivotal position within our organization, reporting directly to the Executive Director. As a vital member of the leadership team, this role is entrusted with formulating and executing comprehensive HR and people strategies that resonate with our organizational objectives and overarching mission. Responsibilities include a broad spectrum, ranging from talent acquisition and employee engagement to benefits management, development & training, and fostering positive employee relations. Central to this role is the unwavering commitment to nurturing an inclusive and equitable work environment, ensuring that every member of our team feels valued and empowered.

What you'll do:

Talent Strategy

- Develop and implement a data-informed talent strategy that cultivates a strong organizational culture and incorporates the full employee lifecycle.
- Identify operational improvements to streamline internal HR processes and elevate the overall employee experience based on organizational needs and industry best practices.

Employee Engagement

- Advise leaders on strategies to promote and sustain employee engagement, retention, and diversity, equity, and inclusion initiatives.

- Establish consistent practices for measuring employee engagement, gathering feedback, and analyzing results to drive continuous improvement.
- Track employee data to identify trends and areas for development, leading process improvements to enhance the employee experience.

Talent Acquisition

- Evaluate and optimize the recruitment and onboarding process to ensure a consistent and equitable approach that attracts top talent.
- Develop and execute a comprehensive onboarding strategy to set new hires up for success in their roles.

Benefits Management

- Conduct a comprehensive audit of the compensation package, including salary reviews, to identify inconsistencies and revamp the compensation strategy.
- Monitor and ensure organizational compliance with employment laws and regulations, recommending best practices to maintain compliance.
- Serve as the primary point of contact for employees regarding benefits inquiries.

Training and Development

- Implement a performance management process across the organization, providing training and coaching on delivering effective feedback.
- Assess training and development needs, identifying resources to support staff growth and career advancement.

What you'll need:

- 10 years of professional experience in human resources (HR) or with HR-related responsibilities including serving as a direct manager to employees, preferably in a non-profit
- Ability to utilize the following software effectively: Halogen iHR, Bamboo HR, PE Finance Plus (payroll administered by third-party); Proficiency in Microsoft 365 and SharePoint
- Significant experience in successfully developing and executing innovative HR strategies that align with organizational goals and fostering an inclusive work environment
- Proven project and change management experience with a record of successfully building, improving, and maintaining strategic HR systems and programs
- Strong understanding of Oregon labor and employment law
- Ability to work independently and collaboratively, exercising mature professional judgment, and discretion
- Can demonstrate solution-focused, solid judgment and decision making
- Initiative, Drive, and Self Determination; self-starter qualities
- Partnership and collaborative instinct
- Must have high integrity and strong work ethic

What we offer:

- Salary: \$120,000 - \$150,000
- Hybrid work schedule
- 100% Employer-sponsored medical, dental, and vision for employees and family
- Employer-Sponsored HSA
- Long-term disability and life insurance
- 100% Employer-sponsored PERS retirement
- 10 paid holidays, 1 birthday leave day, 2 personal days per year

How to Apply:

We hope you're feeling excited about this job opportunity. Even if you don't feel that you meet every single requirement, we still encourage you to apply. We're eager to meet people who believe in our mission and can contribute to our team in a variety of ways - not just candidates who check all the boxes.

We're building a team of people who feel comfortable and safe in expressing their full selves while offering the best of their talent and expanding their knowledge, skills, and abilities.

If you're interested in joining our team, submit your resume to recruiting@affirmaconsultancy.com. We look forward to hearing from you!