



## Director of People and Culture

***Are you an experienced leader who is eager to foster an environment where young people grow into science leaders who make a difference in our world?***

To inspire the next generation of science leaders, Ocean Discovery Institute creates learning experiences for young people traditionally excluded from science due to race, income status, and educational opportunity. Our students will join high-paying fields, break generational poverty, and change the future of science. Founded in 1999 and through the ongoing support of all our stakeholders, Ocean Discovery students increase their belief that they can become scientists and increase academic achievement. 90% of participants earn a college degree through our leadership program and 60% are in science-related careers. Because of this, we received the *Presidential Award for Excellence in Science, Mathematics, and Engineering Mentoring*, our nation's highest honor for advancing the participation of underrepresented groups in STEM. We engage 6,000 students each year and are growing to reach all 10,000 young people in City Heights.

Today, we have a \$4.5 million annual operating budget, with ~50 employees, which is double from just three years ago. For a look at our programs and impacts, please view our video: [Organizational Video - YouTube](#).

Our values guide our students, families, team and supporters and our core competencies reflect our culture and values; it is essential all team members exhibit the following:

### ***Organizational Values***

We love learning  
We choose leadership  
We believe in community  
We stand for justice  
We imagine possibilities

### ***Core Competencies***

Community Driven, Approachable, Trusted & Demonstrates Integrity,  
Committed to Work Systems, Action Oriented, & Organizationally Agile  
***Leadership Competencies***  
Motivates Others, Manages Strategy and Process,  
Develops Direct Reports

Ocean Discovery is an Equal Employment Opportunity/Affirmative Action Employer and deeply understand that diversity, inclusion, and belonging among our teammates is essential to our success. Our goal is to be a diverse workforce that is representative, at all job levels, of the community serve.

### **Position Summary**

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As the Director of People and Culture, you'll foster an inclusive environment and ensure high employee engagement, performance, and respect. As a member of the Executive Team, you will work with staff to ensure systems and processes are in place to deliver the highest quality of services, resulting in transformational experiences for our young people. The role oversees all aspects of human resources management (including employee relations, recruitment and retention, performance management, and training and development). Responsibilities combine strategic planning with hands-on implementation to create a positive and compliant work environment. Your efforts will contribute to operational efficiency and excellence, cultivating an inspiring culture for staff and students.

### **Compensation**

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Starting salary for full-time, exempt, up to \$125,000 annually with a comprehensive benefits package:

- Full medical, dental, life insurance, and long-term disability coverage for employee
- Paid vacation - minimum of two weeks
- Paid holidays - Memorial Day, Juneteenth, Independence Day, Labor Day, Thanksgiving, Winter Break Christmas Day through New Year's Day

- 401k with match opportunity and FSA plans
- Coaching, mentoring, and professional development opportunities

### **Duties and Responsibilities**

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- **HR Administration:** Develop and implement HR strategies aligned with the nonprofit's mission, values, and strategic goals: Maintain a comprehensive set of policies and procedures that promote fairness, compliance, and a positive employee experience. Work with the Executive Team to create forward-looking strategies and effectively communicate these to staff, board members, and other stakeholders as needed. Develop and manage the talent budget.
- **Culture building and management:** Foster a positive organizational culture that promotes diversity, equity, inclusion, operational excellence, collaboration, and high employee engagement including leadership of a cross-functional culture committee.
- **Talent acquisition and retention:** Oversee the recruitment and selection process to attract and retain top talent working closely with hiring managers to develop job descriptions, conduct interviews, and onboard new employees.
- **Employee development and training:** Design and implement programs to support the professional growth and development of employees including identifying training needs, providing coaching and mentoring opportunities, and developing plans to ensure a strong talent pipeline and succession.
- **Performance management:** Establish performance management systems that align with the organization's goals and values. Develop and implement performance appraisal processes, provide feedback and guidance to managers, and oversee employee recognition programs.
- **Employee relations and conflict resolution:** Promote open communication and address employee concerns in a timely, fair manner. Act as a mediator in employee disputes and handle disciplinary actions.
- **Compensation and benefits:** Benchmark and maintain competitive compensation and benefits packages including periodically conducting market research to ensure the organization's offerings are attractive to current and potential employees.
- **Compliance with employment laws and regulations:** Establish systems to ensure compliance with relevant employment laws and regulations. Stay up-to-date with changes in legislation and make necessary adjustments to policies and procedures.
- **Supervise and develop a small team:** Lead team members to oversee maintenance and operations of our facility, execute aspects of HR administrative procedures, and provide coaching to employees.

### **Position Qualifications & Requirements**

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- 10+ years of relevant proven experience in HR leadership roles
- People leader with excellent communication, interpersonal, and leadership skills
- Demonstrated experience researching, building, and implementing HR systems or processes including training and development
- Expertise and leadership experience in Diversity, Equity, and Inclusion
- Knowledge of HR practices, employment laws, and regulations and ability to respond to questions and complaints
- HR certification (e.g., SHRM-CP, PHR) is a plus
- Ability to develop and implement innovative HR solutions that align with organizational goals
- Demonstrated strong project management skills
- Bilingual in language spoken in the City Heights community (e.g., Spanish, Vietnamese) preferred
- Lived or learned experienced working with young people traditionally excluded from science because of race, income status, and educational opportunity preferred
- Excellent computer skills, including a high degree of proficiency in Microsoft Office software
- COVID-19 fully vaccinated unless there is a medical or religious exemption (required by our partnership with San Diego Unified School District)
- Pass a fingerprinting / background check and complete a Tuberculosis assessment

- CPR and 1st Aid certified (if not, will need to obtain upon hire)
- Valid Driver's License, vehicle insurance, clean driving record, and reliable transportation

### **Work Environment and Physical Requirements**

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Work is performed primarily in an in-person, office setting with time regularly spent in indoor, outdoor, and natural settings. Schedule is generally Monday-Friday between 8:00am-6:00pm. Weekends, evenings, or early mornings may be required for periodic programs and events, to coordinate facility maintenance or other needs, and/or during off-hours alarms (intrusion and/or fire). Ability to remain stationary at desk and operate computer/electronic equipment 6-8 hours per day; lift, carry, and position objects weighing up to 35 pounds; move around indoor and outdoor spaces, including uneven surfaces for up to 6-8 hours; move around the office and bend/stoop to access and organize supplies, files, office equipment; answer phone calls. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

### **To Apply**

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Submit resume and cover letter to [hireme@doinghrdifferently.com](mailto:hireme@doinghrdifferently.com) by February 11<sup>th</sup>.