



Generation Citizen Talent Manager (Boston, MA or New York, NY)

Overview:

Generation Citizen (www.GenerationCitizen.org), a quickly scaling civics education nonprofit that seeks to strengthen our nation's democracy by empowering young people to become engaged and effective citizens, is looking for a strategic thinker and ambitious leader to help develop our talent and human resources strategies to successfully execute our growth plan.

This is a unique opportunity for an experienced human resource professional to help strengthen and build out the talent strategy at Generation Citizen, from recruitment to onboarding, to performance management and professional development. The Talent Manager will develop and execute talent initiatives, partner with managers on leading recruitment, refine and improve HR systems and processes, and provide critical support to employees and managers across our six offices and remote locations- prioritizing the organization's diversity, equity, and inclusion efforts throughout all strands of the work. Generation Citizen has more than doubled its staff in the last two years and is planning for continue growth in pursuit of our strategic plan and the renewed focus on democracy and education right now.

The new Talent Manager will build out the talent strategy and systems needed to attract, retain and develop diverse talent critical to enable this growth. The Talent Manager will report directly to the COO and work closely with our national Management Team and local EDs. The ideal candidate will be an experienced professional with broad knowledge of human resources and diversity, equity and inclusion work. This is a new role at the organization, providing an exciting opportunity to shape and develop the talent strategy for a growing social enterprise. This position is a true generalist role suitable to a confident and self-motivated individual who can work independently and is willing to roll up their sleeves as necessary.

About Generation Citizen:

Generation Citizen is a national organization that partners with teachers and schools to help them implement a comprehensive, high-quality program of Action Civics education. GC's goal is to ensure that every student in the United States gains the knowledge and skills necessary to participate in our democracy as active and effective citizens. GC also advocates for the implementation of Action Civics nationwide and simultaneously works at the state level to advocate for appropriate state legislation, policies, and regulations to promote Action Civics.

This approach is revolutionizing civics education in this country, and is, in its 9th year of operation, serving more than 18,000 students across its six sites (Central Texas, Massachusetts, New York City, Oklahoma City, Rhode Island, and the San Francisco Bay area) and beyond.

Responsibilities include:

Staff Recruitment and Onboarding

- Build and maintain a talent pipeline by proactively cultivating relationships with talent pipelines and partners, and implementing strategies to deepen candidate pools with a particular focus on increasing diversity;



- Revise hiring process to increase efficiency and reduce bias. Manage and support recruitment for all staff positions;
- Design and coordinate the onboarding process to orient staff to GC's culture, program, strategy and policies;

Talent Development and Retention

- Revise and strengthen performance evaluation systems to align with organizational and individual goals, and connect with professional development and career pathways
- Develop and implement initial framework for career pathways, professional development, and mentoring at Generation Citizen
- Provide individual coaching and resources as needed to support effective staff management and development
- Partner with managers to drive efficiency and employee engagement, increase productivity and retention to maximize organizational effectiveness
- Work with Management Team to determine appropriate organizational structure and support its implementation as well as determine future needs of the organization

Staff Culture and DEI

- Work with Management Team to build and sustain a culture that supports high staff engagement;
- Build a strong relationship with staff members and managers and serve as a resource to managers and staff on HR related issues;
- Champion an environment of equity, diversity and empowerment; and track and report on DEI initiatives and progress to Management Team;
- Ensure fair and equitable application of compensation, HR policies and employee relations processes.

Organizational Effectiveness and Systems

- Manage benefits, payroll, and other key HR systems provided by HR vendors and consultants
- Ensure that all HR policies, practices, materials and records are in compliance with federal and state laws and regulations. Maintain a thorough knowledge of and ensure compliance with regulatory environment including EEO, Fair Labor Standards, Wage and Hour, FMLA, etc.
- Ensure that all HR/benefits materials and official communications, including staff handbook and job descriptions, are clear, up-to-date, and accessible and that staff are aware of and conversant in all relevant HR/benefits policies and procedures.
- Develop and administer surveys and other means of assessing staff needs, engagement, and effectiveness;

Qualifications:

- Minimum 5 years experience in human resources with knowledge of, and experience in, talent recruitment, performance management, training and development, DEI, and compliance.
- Prior experience supervising staff and knowledge of management strategies
- Bachelor's degree or equivalent experience required. PHR/SPHR or equivalent preferred.



- Excellent communication and interpersonal skills with demonstrated capability in establishing and maintaining effective, collaborative relationships with a variety of staff and managers.
- A proactive, 'can -do' attitude with ability to demonstrate initiative and resourcefulness.
- Strong attention to detail
- Ability to proactively identify and creatively solve problems in a fast-paced environment
- Solutions-oriented; eager for ongoing learning and self-improvement in the role

This is a full-time position based in Boston or New York City

To apply:

Qualified candidates should send a resume, cover letter, and a list of 2-3 references to Jobs@GenerationCitizen.org. Please include your name and the position you are applying for in the subject line of your email. No telephone inquiries please. Generation Citizen is an equal opportunity employer.