JOB TITLE: Human Resources Director

ORGANIZATION BACKGROUND:

The Hidden Genius Project is a non-profit headquartered in Oakland, California that trains and mentors Black male youth in technology creation, entrepreneurship, and leadership skills to transform their lives and communities. The Hidden Genius Project seeks to reveal the true potential of black male youth and transform their communities from the inside out. Through our student-centered, project-based approach, we invest in young Black men, give them access to technology training, and plug them into an ecosystem of innovation and empowerment. The Hidden Genius Project was founded in 2012 and established a full-time infrastructure in 2015. The organization now operates Intensive Immersion Programs in Oakland, Richmond, and Los Angeles California, and is launching a site in Detroit in 2022. As the program continues to grow, The Hidden Genius Project seeks to impact thousands more Black males and young people in the coming years.

POSITION PURPOSE AND SUMMARY

The Human Resources Director will be the lead steward of organizational culture, compliance, and development, as The Hidden Genius Project continues to grow and expand its reach. The Human Resources Director will lead and direct the routine human resources functions of organization, including hiring and interviewing staff, administering pay, benefits, and leave, and enforcing company policies and practices.

MAJOR AREAS OF RESPONSIBILITY:

Talent and Onboarding

- Partner with the leadership team to understand and execute the organization’s human resource and talent strategy particularly as it relates to current and future talent needs, recruiting, retention, and succession planning.
- Manage the talent acquisition process, which may include recruitment, interviewing, and hiring of qualified job applicants, particularly for managerial, exempt, and professional roles; collaborates with departmental managers to understand skills and competencies required for openings.

Compliance

- Provide support and guidance to HR generalists, management, and other staff when complex, specialized, and sensitive questions and issues arise; may be required to administer and execute routine tasks in delicate circumstances such as providing reasonable accommodations, investigating allegations of wrongdoing, and terminations.
- Maintain compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews policies and practices to maintain compliance.
- Maintain knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.

Compensation and Benefits

- Analyze trends in compensation and benefits; researches and proposes competitive base and incentive pay programs to ensure the organization attracts and retains top talent.
• Liaise with payroll and human resources specialists as needed, including to review and optimize employee benefits offerings.
• Manage employee payroll system.
• Performs other duties as assigned.

Management and Organizational Development

• Lead constructive and timely performance evaluation process.
• Create learning and development programs and initiatives that provide internal development opportunities for employees.
• Oversee employee disciplinary meetings, terminations, and investigations.
• Handle discipline and termination of employees in accordance with company policy.
• Engage in data collection, analysis, and strategy around cultivating a healthy and sustainable organizational culture.

QUALIFICATIONS, SKILLS, AND ABILITIES:

Required

• Excellent leadership abilities
• High comfort level with technology
• Excellent verbal and written communication skills.
• Excellent interpersonal, negotiation, and conflict resolution skills.
• Excellent organizational skills and attention to detail.
• Strong analytical and problem-solving skills.
• Intense commitment to the life success of Black males and boys and men of color
• Ability to prioritize, organize, and delegate effectively
• Ability to receive feedback and engage in continuous self-improvement
• Ability to adapt to a dynamic, rapidly-changing work environment
• Ability to build positive relationships across constituencies and sectors

Desired

• Bachelor’s degree
• A minimum of three years of human resource management experience
• Proficiency with Microsoft 365 (Office) suite and/or Google Drive suite

ROLE OVERVIEW:

• Role Location: Oakland, California
• Reports to: Finance and Operations Director
• Status: Exempt
• Schedule: Full Time (minimum 40 hours per week); starting by April 2022; working evenings and weekends, as needed

BENEFITS OF THE ROLE:

• Dynamic, fun work environment.
• Excellent opportunity to make a significant impact in the lives of numerous young people
• Entrepreneurial organization; implement your own ideas and immediately see the effects.
• Opportunity to meet and interact with multifarious individuals in the technology industry.
• Opportunity to play a fundamental role in building a national organization.
• Opportunity to innovate in building effective models for holistic technology instruction
COMPENSATION:

- Salary and benefits will be competitive and commensurate with experience

PHYSICAL DEMANDS:
The physical demands described here are representative of those that must be met to successfully perform the essential functions of this job:

- The employee may occasionally climb or balance; stoop, kneel, crouch, or crawl; the employee may frequently stand, walk, or sit; the employee may regularly grasp objects, talk and/or hear.
- The employee will occasionally lift up to 50 pounds; the employee will regularly lift up to 10 pounds
- This job requires vision abilities that ensure safety of operating and programming spaces for all stakeholders
- Travel and supervise transportation of students as needed

APPLYING:
To apply, please submit a resume and cover letter outlining your interest in the role and how your qualifications align with the above requirements via email to hiring@hiddengeniusproject.org, with the subject head: “Human Resources Director.”

ABOUT THE HIDDEN GENIUS PROJECT:
The Hidden Genius Project trains and mentors Black male youth in technology creation, entrepreneurship, and leadership skills to transform their lives and communities. Founded in 2012 by five Black male entrepreneurs/technologists who were unnerved by the dramatic juxtaposition between the high unemployment of Black male youth and the plethora of career opportunities within the local technology sector, The Hidden Genius Project connects young Black males with the skills, mentors, and experiences that they need to become leaders in high-performing entrepreneurs and technologists.