



## **PEOPLE & CULTURE ASSOCIATE**

### **ABOUT PENCIL**

In 1995, PENCIL was founded with the goal of raising awareness about public education by inviting both civic and business leaders into New York City public schools. From those early days to our work today Pencil implements hands-on, immersive programs that opens eyes, opens minds, and opens doors. PENCIL realizes its mission “to connect students to success.” PENCIL makes it easy for business professionals, educators, and students to work together - in schools and in the workplace. Our programs, include virtual and in-school partnerships, mentoring, internships, and immersive experiences like Principal for a Day® and create targeted opportunities to make a real difference in the classroom and beyond. As an organization, we strive to provide students with access to the relationships, skills, and opportunities that support their success.

PENCIL is committed to creating a diverse and equitable environment and is proud to be an equal opportunity employer. PENCIL recruits, trains, compensates, and promotes regardless of race, color, religion, gender, gender expression, sexual orientation, national origin, genetics, disability, age, veteran status, and other protected status. We believe that the more inclusive we are, the better our work will be. We aspire to build a diverse team, one that better reflects the people and communities we serve. Applicants who contribute to this diversity are strongly encouraged to apply.

### **POSITION OVERVIEW**

Reporting to the VP of Finance & Administration, the People & Culture Associate is a part-time position with the potential to transition to a full-time position in 2023. The People & Culture Associate will perform a variety of human resources administrative tasks as well as assist in the creation of a team-culture building strategy. The People & Culture Associate will work to streamline processes such as the annual review process, professional development, hiring and onboarding. Additionally, this role will be integral in implementing the organization’s strategic priorities related to diversity, equity, inclusion and belonging. This position will require close collaboration with both the VPFA, Chief of Staff & other staff across all facets to ensure each employee’s voice is heard, valued, and incorporated into the organization.

### **KEY RESPONSIBILITIES**

- Collaborate with senior leadership to achieve the organization's goals and strategy related to staffing, recruiting, and retention
- Supports all human resources programs, including, but not limited to, on and off boarding, compensation, documenting vacation accruals & increases, performance & talent management, goal setting, recognition and morale, training, and development
- Implements a culture that promotes Diversity, Equity & Inclusion
- Maintains knowledge of trends, best practices, regulatory changes and new technologies in human resources, talent management and employment law; applies this knowledge to communicate changes in policy, practice, and resources to executive team

- Organizes professional development, training, rewards & recognition, cultural celebrations, and other activities for staff
- Identify staffing and recruiting needs; develops & executes best practices for hiring and talent management
- Serve as a conduit for staff members to express their ideas and concerns, related to the organization's People & Culture practices, and then convey those ideas and concerns to PENCIL or PENCIL's DEI Working Group as appropriate
- Develop a strong working relationship & trust amidst the PENCIL staff

#### QUALIFICATIONS

- Proficiency in MS Office applications required (Word, Excel, PowerPoint, Outlook)
- Demonstrates persistence to overcome obstacles.
- Self-starter with the ability to work quickly and efficiently, prioritize and multi-task effectively
- Both an independent & collaborative worker who can develop team processes, efficiencies, and solutions
- 2+ years of HR development and/or administrative experience is preferred
- Ability to handle confidential financial and personal information with discretion and sensitivity
- A creative generalist who employs a proactive, solution-oriented approach
- Excellent verbal and written communication skills
- Commitment to professionalism, including the ability to receive and act on feedback
- Experience with ADP is a plus
- Commitment to PENCIL's mission and youth development

**COVID-19 vaccination** is required for hire. The position is hybrid, however, will be required to be in-office or in-person based on the office and team's needs.

**COMPENSATION:** The P&C Associate is currently a part-time position offering \$26-28/hour, for approximately 20-25 hours a week. The position will currently offer flexible work hours and, dependent on output, may transition to a full-time position in mid-2023.

**TO APPLY:** Visit PENCIL's Application Form [People & Culture Associate](#) to apply. Applications will be accepted until the position is filled.

*Studies have shown women and people of color are less likely to apply to jobs unless they meet every single qualification. At PENCIL we are dedicated to building a diverse, inclusive, and authentic workplace. If you're excited about the role but your experience doesn't align perfectly with every qualification in the job description, we encourage you to apply anyway. You may be just the right candidate for the role.*