

# **Our Minds Matter (OMM)**

## **People Operations Manager, Full-Time**

### **About Our Minds Matter**

Our Minds Matter, formerly the Josh Anderson Foundation, was established in 2012 in Vienna, VA with the vision to end teen suicide. The Foundation was named after Josh Anderson, who died by suicide in 2009 at the age of seventeen. For the past 10 years, the Foundation has provided in-school mental health support to over 125,000 teens in the DC Metro Area (DMV) and beyond through speaker presentations, mental health awareness campaigns and most recently, its flagship program, Our Minds Matter. The OMM program is an innovative and grassroots effort that engages teens directly in taking action to prevent teen suicide. OMM clubs, led by students and overseen by staff sponsors at each school site, teach adolescents how to cope with distress, where to seek out appropriate mental health resources, while providing opportunities for meaningful connection among students, all of which are upstream, evidence-based strategies for suicide prevention.

Since the launch of the OMM program in 2016, we have grown to be the leading provider of adolescent peer-to-peer mental health programming in the DMV. Expanding rapidly, OMM has grown its club count from 16 schools in June 2018 to over 150 schools nationwide as of May 2023. Today, we are in the process of developing a pilot after-school, community-based program that will reach a wider group of young people via community and teen centers in Fairfax County, VA.

### **The Role**

OMM is looking for an experienced People Operations Manager to oversee the internal systems, processes, and traditions that support our smart, passionate team. The manager will maintain and strengthen all people operations functions across the organization, including hiring and onboarding, talent development and management, payroll and benefits, human resources (HR) systems and technology, and people-focused policies and processes. This role will also be responsible for managing activities that foster and protect OMM's culture of collaboration, care, and celebration, ensuring employees can show up as their full selves and thrive in their roles. It is critical that the People Operations Manager be fully committed and comfortable with centering justice, equity, diversity and inclusion in all aspects of their role.

The People Operations Manager will report to the Executive Director and play an important role in ensuring the organization is as strong as possible internally to grow our impact and realize our mission. This is a hybrid position, and the People Operations Manager must reside within an easy commuting distance of downtown Washington, DC.

## **OMM's Commitment to Justice, Equity, Diversity and Inclusion**

Pursuing justice, equity, diversity, and inclusion is a moral imperative for Our Minds Matter (OMM), and integral to our work of empowering students to improve their overall school culture around mental health so that no teen dies by suicide.

OMM affirms the inherent dignity of each employee and person we work with while dismantling any inequities within our organization's policies, programs, and services, creating an inclusive environment where all can flourish and become one's best self. We are building a community whose members have diverse cultures, backgrounds, and life experiences. Vital to this is leadership and staff who are representative of the communities we serve, providing culturally competent and accessible curriculum and resources and constantly learning from and adapting to the communities we work with. Our [Work Culture Statement](#) reflects our core values as an organization and our ongoing work to model the change we want to see in this world.

OMM strongly encourages members of historically marginalized communities to apply for this position, in particular individuals who identify as Black, Indigenous, Latine or other People of Color, immigrants, people with disabilities, people who are gender expansive, members of the LGBTQ+ community, and individuals from economically disadvantaged backgrounds. OMM does not discriminate on the basis of class, race, color, sex, marital status, sexual orientation, gender identity, veteran status, political ideology, age, creed, religion, ancestry, national origin, or the presence of any sensory, mental or physical disability. Excepting any undue hardship, OMM will provide reasonable accommodations upon request for candidates taking part in all aspects of the selection process.

## **Responsibilities**

### **People Operations Strategy [30%]**

Tasks related to this work include:

- Build out new people-centered policies, procedures, and systems as needed, seeking input from colleagues from across the organization throughout the process to secure buy-in and ensure equity
- In collaboration with the Justice Equity, Diversity, and Inclusion (JEDI) Steering Committee, review and strengthen all policies, procedures, and systems from an anti-oppressive, liberatory lens, ensuring that their descriptions and implementation align with OMM's work culture.

- Manage the building, strengthening, and operationalizing of OMM's values, competencies, and work culture, including the integration of input / feedback from team members.
- Ensure effective coordination with people managers, facilitating regular meetings and supporting team members with implementation of all people policies, tools, and systems
- Manage the building, implementation, and evaluation of all performance management, feedback, career development, and learning programs. Refine the tools used to support these programs and explore the use of new platforms as needed.
- Analyze trends in compensation and benefits, conduct re-benchmarking of salaries every 1-2 years, and make recommendations as needed regarding changes needed to the compensation structure and benefits offered.
- Work with the Executive Director and Chief Financial Officer to analyze and understand how changes to compensation, benefits, and other people and culture systems may impact the overall OMM budget.
- Support the management of the General and Administrative (G&A) budget, as well as the shared-cost allocation of salaries and benefits across departments.

### **HR Administration [20%]**

Tasks related to this work include:

- Serve as the project manager for all hiring and recruitment activities
- Cultivate a diverse roster of potential candidates for future hiring needs
- Oversee and project manage robust onboarding processes for new team members
- Manage payroll and benefits via Rippling, our workforce management platform
- Track benefit renewals and ensure that benefit packages meet the needs of employees.
- Ensure all employees have a clear understanding of benefits, policies, procedures, and HR tools by facilitating trainings, developing guidance, and providing an open door for anyone who has questions
- Serve as a point of contact for employees related to sensitive and confidential matters, connecting them with resources, helping to problem solve, and supporting resolution as needed.
- Oversee employee separation and offboarding processes, including the conducting of exit interviews

- Ensure organizational compliance with federal and local employment law, as well as the training and certification requirements for school district partners.

### **Culture Support and Coordination [20%]**

Tasks related to this work include:

- Collaborate with the JEDI Steering Committee on advancing OMM's ongoing commitment to rejecting white supremacy norms and behaviors, centering the perspectives of folks with marginalized identities, and offering learning opportunities for employees to advance their skills and knowledge related to justice, equity, diversity and inclusion.
- Foster, promote, and protect the work environment of collaboration, care, and celebration that OMM strives to maintain, including oversight of resiliency and connected cultures activities.
- Oversee all team-building activities, aiming to strengthen cross-team connections and collaboration
- Manage all team events including monthly meetings, quarterly outings, annual retreats, birthdays and workiversaries, and holiday parties.

### **General and Cross-Functional [30%]**

Tasks related to this work include:

- Manage, refine, and strengthen annual goals and plans related to People Operations
- Lead the tracking, reporting, and actions taken in response to all People Operations data, including the following activities:
  - In collaboration with the Leadership Team, administer the biannual pulse check survey, analyze and report out on results.
  - Compile pulse check and other HR data to create key performance indicators for all People Operations functions.
  - Make recommendations and take action based on all data with a commitment to continuous improvement.
- Research, manage, and train staff on apps that advance People Operations activities at OMM, such as Slack apps and potential new systems to support employee performance, development and feedback
- Manage OMM's office space, currently a WeWork office at 1333 New Hampshire Ave NW. Support team members with ordering team supplies, lunches, and snacks, reserving conference rooms, and troubleshooting office-related issues, including correspondence with WeWork staff as needed.

- Support the Executive Director prepare for in-person Board meetings and other in-person meetings

## **Required Qualifications**

- At least 3 years of prior experience in human resources / people operations, including 2 years in a management role.
- Demonstrated commitment to promoting equitable, inclusive, and compassionate approaches to people operations, with knowledge of frameworks and practices for dismantling white supremacy and other oppressive norms / systems.
- Creative team-building skills and experience strengthening collaboration, community, and authentic connections within and across teams.
- Knowledge of labor laws, human resource regulations and the ability to translate that knowledge into effective practices and procedures.
- Strong interpersonal skills with the ability to build rapport and trusting relationships with diverse staff, resolve conflicts and adeptly manage sensitive situations.
- Experience managing plans and projects towards achieving short and long-term goals.
- Ability to effectively work with Google Drive and manage HRIS / payroll systems such as Rippling
- Strong follow-up, attention to detail, and customer service skills
- Excellent verbal and written communication skills
- COVID-19 vaccination\*

## **Desired Qualifications**

- 5+ years of experience working for nonprofit organization(s)
- Bachelor's Degree in Human Resource Management or other HR certification (SHRM)
- Comfortable learning and working with online software such as Slack, WordPress, Salesforce, Tableau, Canva, and Asana
- Experience with budget preparation, analysis and ongoing management
- Skilled at analyzing, managing, and reporting on people-centric data to support the continuous improvement of people and culture programs

## **Compensation and Benefits**

The salary range for this full-time position starts at \$75,714. OMM offers generous benefits that include:

- Full premium coverage of medical, vision & dental benefits

- Generous Paid-time off (PTO) policy of 25 days/year for new employees
- Paid leave for all 11 federal holidays, one Floating Holiday, summer Fridays, and the week between Christmas and New Years
- 401k retirement plan with 3% match immediately and 4% match after 3 years of service
- Flexible spending accounts
- Office expenses, technology and cell phone reimbursement
- Paid parental leave
- Flexible hours and teleworking
- Professional development stipend

## **Location**

Primary office location is 1333 New Hampshire Ave NW, Suite 200, Washington, DC 20036

## **How to Apply**

To apply, please go [here](#).

Please let us know what accommodations you might need when applying or if asked to be interviewed.

\*Due to OMM's in-person work with students, all new and current employees must be fully vaccinated against COVID-19 unless a medical or religious exemption is approved.