



Chief People and Culture Officer

Imagine joining a group of individuals – each with their own unique skills and passions, but united by a common purpose. Imagine yourself at Girl Scouts!

Our Mission. Girl Scouting builds girls of courage, confidence, and character, who make the world a better place.

Girl Scouts of California's Central Coast (GSCCC) is chartered by Girl Scouts of the USA to provide Girl Scouting in the counties of Santa Cruz, Monterey, San Benito, San Luis Obispo, Santa Barbara, and Ventura Counties.

Girl Scouts of California's Central Coast is seeking career professionals committed to making a difference. Working with Girl Scouts – an organization with a solid history and a growing future – means working to your fullest potential in a dynamic and diverse environment.

Title:	Chief People and Culture Officer
FLSA Status:	Exempt
Revision Date:	June 2022
Department:	
Reports to:	Chief Executive Officer

General Summary:

The Chief People and Culture Officer is responsible for managing all aspects of the Council's Human Resource and DEI functions. Designs and implements legally sound HR practices and policies that will support strategic business goals and fulfill the organization's workforce needs as economic conditions change. Under the leadership of the Chief Executive Officer and collaboratively with other departments, this individual will create and implement a comprehensive plan to expand our community outreach and engagement efforts. Additionally, this role will be a DEI subject matter expert who will be the architect of Girl Scouts of California's Central Coast internal diversity, equity and inclusion programs.

Job Requirements:

- Monitor the quality of staff performance including review of disciplinary actions, recommendations for suspension or termination as well as establish a regular performance appraisal program for all staff.
- Influence the quality, content and intent of communications in the Council and recommend the most effective vehicle of communication and the best channel to use in terms of ensuring that pertinent information is available to all levels of staff.
- Assess the development and effectiveness of all levels of employees and the manpower needs of the Council using succession planning and assisting management with career planning and counseling.
- Supervise the financial issues for the HR budget including benefits, labor & salary reports and plan cost-effective events within the HR budget guidelines.
- Establish and implement recruitment, selection, placement and pre-employment procedures in accordance with GSCCC's policy and all applicable laws to include hiring, staffing guide and compensation guidelines.
- Comply with and enforce GSCCC's Work Rules and Standards of Conduct
- Work harmoniously and professionally with co-workers and supervisors while maintaining the confidentiality of Human Resources.
- Analyze training and development needs at all levels and create or coordinate the creation of programs designed to make employees proficient in their delivery of core and culture standards and prepare them for promotion from within.
- Plan and organize overall work requirements of the Human Resources Department and delegate job tasks.
- Active participation in the development of environments that foster diversity, equity, inclusion, and access through words, actions, and attitude.
- Develop and deliver training materials for staff to help make Girl Scouts of California's Central Coast's people, teams, and culture more inclusive and equitable
- Assist staff and board with culturally sensitive issues
- Stay current on best practices and opportunities related to diversity, equity and inclusion
- Ensure Diversity, Equity and Inclusion strategy is part of how we operate daily by partnering with program teams to embed our strategy in the work we do
- Consult with program teams to determine needs and provide guidance for the design of diversity-based solutions that align with program objectives
- Lead through influence to drive cultural and behavior change, provide guidance to leadership and other identified work groups regarding cross-cultural communications and collaborations.
- Create and implement recruiting and hiring strategies to attract, retain, and develop employees from diverse backgrounds.
- Monitor and evaluate community outreach and diversity initiatives.
- Serve as an internal expert to educate staff and board on critical DEI-related issues and lead implementation of a DEI Statement of Commitment.
- Design and participate in salary surveys to provide an analysis and recommendation for salary and wage scales and ranges.
- Respond to and attend any related hearings for all employee claims against the Council including EEOC, NLRB, Workers' Compensation, Unemployment and Wage & Hour.
- Actively support all departments.

- Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws:
 - Assists Leadership Team by providing training, support, communication, guidance and direction, as well as, recognizing achievements, addressing complaints, resolving problems and instituting disciplinary actions.
 - Provides direction that results in maximized productivity and excellent customer service.
- Develops and manages departmental budget and corresponding resource allocations.
- Contributes to the overall success of the organization
 - Supports the achievement of the goals and objectives outlined in the council plan of work.
 - Supports the organization's commitment to diversity of girls, volunteers and staff.
- Professional autonomy to expand on the job duties and responsibilities hired to successfully perform job duties while utilizing a high level of independent judgment and discretion required to complete the necessary job duties
- Performs other duties as necessary or assigned.

Qualifications:

- Bachelor's degree or equivalent experience – minimum of 5 years experience in Human Resources.
- A thorough understanding of DEI principles, practices, and procedures
- Proficient in Microsoft Office including Word, spreadsheets, Outlook. Experience with database systems, such as Salesforce, preferred.
- Ability to communicate concepts and ideas clearly and effectively to staff and volunteers. Demonstrated written and oral communication excellence.
- Strong organizational and interpersonal skills. Strong attention to detail, skilled communication, and team building skills
- Demonstrated knowledge of, or willingness to learn, Girl Scout program, principles, and standards.
- Ability to work with and manage a diverse group of staff, volunteers, and vendors

To perform the job successfully, an individual should demonstrate the following competencies:

Customer Service - Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service ; Responds to requests for service and assistance.

Team Work - Gives and welcomes feedback; Contributes to building a positive team spirit; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed; Recognizes accomplishments of other team members.

Leadership - Inspires and motivates others to perform well; Inspires respect and trust; Provides vision and inspiration to peers and subordinates; Displays passion and optimism; Mobilizes others to fulfill the vision.

Strategic Thinking - Develops strategies to achieve organizational goals; Analyzes market and competition; Adapts strategy to changing conditions.

Innovation - Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas.

Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Sets goals and objectives; Develops realistic action plans.

Cultural Competencies:

Girl Scouts of California's Central Coast is committed to a culture that fosters a workplace that is open and inviting to our staff and members. We at Girl Scouts of California's Central Coast live by the following Guiding Principles. Specific skills and competencies related to each of our Guiding Principles is in a separate "Cultural Competencies" document. We expect all members of our staff to embody and develop these competencies.

- **Communicate with compassion:** be open, honest, respectful, clear, direct, and timely.
- **Innovate through change:** be proactive, agile, and responsive.
- **Work with purpose:** be intentional and visionary.
- **Embrace our community:** be supportive, empathetic, collaborative, and appreciative.
- **Be accountable:** own it.
- **Make each day FUNomenal:** we can do it!

Requirements:

- Ability to regularly work more than 37.5 hours a week; ability to work a flexible schedule, including evenings and weekends. Some overnight travel is required.
- Ability to have daily access to reliable personal transportation for work.
- Ability to travel in a car as a driver or a passenger for long periods.
- Ability to lift, push or pull up to 25 lbs., including lifting that weight in and out of a vehicle truck and similar tasks.
- Ability to stand for extended periods of time, bend and squat, and to walk over rough ground.
- Ability to sit and work at a computer display for extended periods.
- Must successfully complete a criminal history background check.
- Maintain throughout employment a valid CA driver's license and insured vehicle in good working order. Must provide a DMV printout and proof of insurance.
- Maintain membership with the Girl Scouts of the USA.

Location(s): Ventura

To Apply:

If your work experience matches the qualifications for this position, please send your resume and your cover letter by emailing **careers@girlscoutscsc.org** along with a description of why you feel you are the best fit for this position. The subject line of the email should read **[Title of the position] – [your name]**.

The statements herein are intended to describe the general nature and level of work performed by employees but is not a complete list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

GSCCC is an Equal Opportunity Employer committed to diversity.