



## Human Resources and Operations Manager

### THE ORGANIZATION

GO Public Schools is a multi-city organization of local networks, working with families, educators, and community members to create schools driven by the needs of students today—not by practices and structures designed for schools of the past. Currently, GO supports networks of leaders in the Fresno, Oakland, and West Contra Costa communities, and they are supported through both GO Public Schools (a 501c3) and GO Public Schools Advocates (a 501c4). GO envisions a day when schools prepare all children for success in our rapidly evolving world, creating an equitable path to opportunity in our communities.

GO develops leadership at every level—families, educators, school boards, district leaders and grassroots. These leaders inform and develop community visions for student success, and they shape, demand, and win system changes that improve student learning. Over the next ten years, GO plans to scale its impact significantly, growing its multi-city organization of local networks and overall state platform – impacting 500,000 students by 2026 and fully leveraging the strength of local GO sites to create significant state-level policy and political wins.

### THE OPPORTUNITY AND CHARGE

Reporting to the Director, Finance and Human Resources, and as part of GO's state level team, the Manager will be charged with driving high-level execution and support for the finance and human resources work streams as well as in other key operational areas. Delivering high quality work in each of these areas enables critical systems across GO's state team and network of local sites.

Responsibilities include, but are not limited to:

#### **Talent Development**

- Codify and improve upon existing organization-wide talent development structures including but not limited to monthly 2x2 exchanges, mid-year reviews and end of year reviews
- Develop structures and systems to manage execution and improve manager efficacy with regard to developing staff to learn and grow within their roles
- Administer a professional development budget in a transparent and equitable way to ensure that GO staff are strategically pursuing external opportunities to develop as professionals

## Talent Acquisition

- Support hiring managers to draft and refine job descriptions to ensure clarity on candidate profiles and uniformity of format and structure across the organization
- Design and execute marketing and advertising campaigns to drive applications for open roles through web presence
- Process applications in a timely manner as they are submitted to GO
- Design and conduct phone screens with applicants across roles to gain a baseline understanding of candidate skill and alignment with GO's mission and core values

## Human Resources

- Maintain and update all employee information, including all data and forms for new and exiting employees, any changes to employee data and benefits, and standard performance management templates
- Build a more robust set of resources for common employee needs and information, and serve as first line of contact for any employees' questions about benefits
- Support the Director, Finance and Human Resources to manage benefits administration, including enrollment and resolution of any employee benefit issues
- Drive all human resources-related payment and compliance processes, including ensuring that employee timesheets are completed in a timely manner

## Operations

- Execute key cash-flow systems and processes in a timely and precise manner, including logging and depositing checks to GO's bank account
- Support the Director, Finance and Human Resources to train new staff members on use of budget systems and processes
- Maintain office and employee technology, including researching and buying computers, and setting up internet
- Drive project plan and execution for office improvement projects and needs in Oakland office, working in partnership with Oakland Operations Manager
- Ensure that donor acknowledgment letters are personalized and sent to donors in a timely manner
- Lead event operations for our quarterly All-Staff gatherings
- Provide administrative and operations support with special projects as needed

## CANDIDATE REQUIREMENTS

### Mindsets and Skills

- **Values champion.** Motivated by the overall vision and [values](#) of the organization, and a champion of diversity, equity and inclusiveness. Committed to executing strategies and systems that live out these values
- **Team Player.** Excels in an environment that requires team members to wear many hats and support each other's work (e.g., have "all hands on deck" for a particular project)

- **Action-oriented, and passionate about the details.** Exceptional personal organization skills -- and quickly moves from plan to action, following through on commitments across different functional areas with an appropriate sense of urgency. However, also has a strong attention to detail, and knows that executing with quality and precision is the highest priority
- **Effective problem solver.** Exercises initiative and proactively anticipates potential challenges to identify sound and creative solutions, and especially when facing ambiguity
- **Systems thinker.** Enjoys creating, implementing and streamlining processes and systems into a seamless operation. When facing a complex issue, instinct is to break it down into manageable pieces to determine the most efficient and effective solution -- and then prioritize against competing project needs in order to execute effectively

### Education and Experience

- Bachelor's degree required, and 1-2 years administrative work experience with a record of achieving ambitious results preferred
- Work experience in the human resources function preferred
- Excellent written & verbal communications skills
- Ability to work in fast-paced team environment
- Proficiency with Excel required
- Experience with QuickBooks Online or other online accounting solution preferred
- Experience in Piiq Cornerstone preferred
- Knowledge of and passion for education reform

### LOCATION, COMPENSATION, AND BENEFITS

This employee would work out of either our Fresno or Oakland offices, and our Richmond office is also a possibility for the right candidate.

This position is exempt, with an annual salary of \$51,288 - \$55,750, depending on experience. In addition, an above-market benefits comprehensive benefits package is offered, including:

#### Healthcare

- Healthcare (medical, dental, and vision) provided at 100% for employees and 75% for dependents
- Healthcare plan options - choose between Anthem PPO, HMO or Kaiser HMO
- Flexible Spending Account (FSA) and Dependent Care Account (DCA)

#### Time Off

- 2 weeks of observed holidays annually
- 2 - 3 weeks of paid time off (grows with years of experience at GO)
- 2 additional weeks of time off during the winter break
- 40% pay for all new parents to match and supplement State of California Paid Family Leave and/or Disability benefits

## Other Benefits

- Simple IRA retirement plan with up to 3% annual salary match
- Paid life and long-term-disability policy
- Up to \$75/month in cell phone reimbursement
- Paid professional development opportunities
- Support for new parents that are required to travel with partial reimbursement for accompanying caregiver travel expense or reimbursement for nursing mothers to ship breast milk home.

## APPLICATION PROCESS

Send a resume and cover letter addressed to Evan Miller at [jobs@gopublicschools.org](mailto:jobs@gopublicschools.org). Application materials should be submitted as attached documents and saved in either .pdf or .docx format.

## ANTI-DISCRIMINATION POLICY AND COMMITMENT TO DIVERSITY

GO Public Schools seeks individuals of all backgrounds without regard to race, color, ancestry, national origin, sex, sexual orientation, gender identity or expression, religion, age, pregnancy, disability, marital status, genetics, or any other factor that the law protects from employment discrimination to apply for this position. We are committed to ensuring diversity within our organization and network, as we want to engage all those who can contribute to this effort.

## ABOUT GO PUBLIC SCHOOLS

[GO Public Schools](#) is a 501(c)(3) nonprofit organization that undertakes policy advocacy and public education efforts. Donations to GO Public Schools are tax-deductible to the extent allowed by law.

GO Public Schools is related to GO Public Schools Advocates, a separate 501(c)(4) nonprofit organization that engages in lobbying, ballot measure, and partisan elections work. Donations to GO Public Schools Advocates are never tax deductible. GO Public Schools and GO Public Schools Advocates - sometimes jointly referred to by the name "GO" - have the same overall missions and share office space and employees. They maintain separate boards of directors. The person filling this position will be hired by GO Public Schools, but on occasion will perform some or all of the duties described for GO Public Schools Advocates.