

Human Resources & Organizational Development Consultant

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About San Francisco Neighborhood Centers Together

San Francisco Neighborhood Centers Together (SFNCT) is a network of eight Neighborhood Centers throughout San Francisco. Our centers have generations-long records of serving their respective communities. Collectively, we reach nearly 10,000 San Francisco residents annually with services ranging from childcare and after-school programs to senior wellness classes and food pantries. Acting as a coalition, SFNCT facilitates collaboration, joint fundraising, and shared consulting services amongst our centers.

The Opportunity

We are seeking to hire an experienced and dynamic Human Resources professional. This hire will act as a consultant amongst our network of centers. The ideal candidate will be able to tailor their services to meet the unique needs of each center.

Duties - include but not limited to:

- Hold trainings for our staff including, but not limited to, topics of sexual harassment (meetings state requirements), leadership development, effective team communication, conflict resolution, and HR dangers and compliance
- Offer 1:1 coaching hours for Executive Directors to support in various HR and organizational development matters
- Meet with team members to facilitate discussions or mediations
- Review, develop, and update organizational policies - including entire Handbooks.
- Assist in employment and recruitment efforts to attract and retain talented staff
- Develop a deep curriculum of fostering and growing new managers/supervisors
- Develop rising Executive Directors as they transition into their new role

Qualifications

- A deep interest in our mission and organizational success
- Must be experienced and fluent in HR compliance, best practices, and CA labor law.
- Success in the space of organizational development
- Is a self-starter able to take initiative and show ownership of projects
- Knowledge and relationships within the human resources and nonprofit ecosystem
- Understanding of issues of diversity, equity, and inclusion.

Details

- This is a hybrid role, located in the San Francisco Bay Area. We expect training, workshops, and 1:1 hours to be held in a mix of in-person and virtual settings.
- This is a part-time contract position from January 1, 2023 to June 30, 2023. There is a possibility of renewal for a full fiscal year thereafter.
- During this time, the expectation is approximately 40 hours of consulting time.