**Position:** Sr. Manager/Director of Human Resources  
**Location:** New York/Bay Area

**ABOUT BLACK GIRLS CODE**  
Launched in 2011, Black Girls CODE (BGC) is devoted to showing the world that black girls can code, and do so much more. By reaching out to the community through workshops and after school programs, Black Girls CODE introduces computer programming and technology to girls from underrepresented communities in technology areas such as web design, robotics, gaming, mobile app development and more. By cultivating the next generation of coders we hope to grow the number of women of color in technology and give underrepresented girls a chance to become the future leaders in technology and the masters of their technological worlds. We thrive on working in a collaborative, fast-paced environment. We represent a diversity of backgrounds, a wealth of experience and a lot of fun.

**POSITION**  
The Sr. Manager/Director of Human Resources will lead the overall people operations and talent strategy for Black Girls CODE. S/he will manage all people-related matters including recruitment, performance management, career pathing, training and development, personnel issues and broader organizational and strategic initiatives. This role will also provide strategic input on company benefits and offerings relative to the competitive marketplace.

The successful candidate will have prior people operations leadership experience in a nonprofit, corporate and/or start-up environment. Successful candidates will also have a proven track record of building and maintaining high performing teams, with a focus on diversity, equity and inclusion initiatives.

The Sr. Manager/Director of Human Resources will be a full-time position reporting to the CEO.

**RESPONSIBILITIES**

- Oversee and drive all aspects of talent and HR initiatives for both New York and Bay Area teams
- Own full lifecycle hiring process including sourcing, candidate screening, offers and onboarding process for full time staff and contractors.
- Manage performance review and annual assessment process in partnership with Executive and Senior Leadership teams
- Serve as a trusted advisor and thought-leader on various areas such as management, feedback, compliance and workforce development and engagement.
- Manage benefits and total rewards administration, while bringing new ideas to the team
• Work closely with Executive and Senior Leadership team and Board, providing guidance, constructive feedback, and consulting on all aspects of talent management, organization design, role design, workforce planning, leadership development, and employee engagement
• Negotiate contracts and manage vendor/partner relationships
• Maintain budgets with accuracy and financial compliance

QUALIFICATIONS

This is an extraordinary opportunity to be part of a small and growing team in a dynamic startup environment. The position offers great potential for learning and affords real opportunity to have a tangible impact on communities across the country.

REQUIREMENTS
• Minimum of 7 years in an HR or People Operations leadership role
• Ability to work in a fast-paced, high volume, and ambiguous environment
• Knowledge of latest employment laws and regulations
• Strong organizational skills and ability to balance multiple priorities in a changing environment
• Ability to pay close attention to detail and be highly organized, staying productive and accurate under pressure with tight deadlines (a sense of humor helps, too).
• Strong problem-solving skills, including the ability to proactively provide solutions that circumvent anticipated problems.
• Excellent verbal and written communication skills, with exceptional attention to detail
• Strong interpersonal skills and ability to work well in a team environment
• Looking for team member with self-discipline, carefulness, thoroughness, self-organization, solid deliberation skills
• Integrity, maturity, credibility, and a demonstrated commitment to BGC’s mission
• Bachelor’s Degree or HR Certification (PHR, SPHR) preferred

Interested candidates should apply via the attached application portal only:

Position open immediately.