



Job Description: People and Culture Operations Manager

OVERVIEW

Founded in 2012, VoteRiders is the country's leading organization focused on voter ID education and assistance. We work nationwide with a particular focus on states with restrictive voter ID laws. In 2024, we seek to directly reach over 10 million voters with timely and crucial voter ID information and free help. Our on-the-ground programs in eight states, far-reaching partnerships, and communications campaigns raise awareness of voter ID laws, ensuring voters know what ID they need and receive free help if needed to cast a ballot that counts.

VoteRiders is seeking a People and Culture Operations Manager to serve as a strategic partner in a rapidly-growing organization; administer HR functions; and promote the development of a cohesive team culture in a distributed, fully-remote workplace with an intentionally diversifying team. This position is ideal for a creative, dynamic, and outcome-driven individual seeking a chance to contribute to a quickly growing and impactful voting rights organization.

This is a remote position, but candidates must be physically based in the continental United States to be considered for this position. This is a full-time position, available ASAP.

The VoteRiders People and Culture Operations Manager will report to the Operations and Finance Director and work closely with the Operations Manager, however, this is a cross-cutting role and this individual will support employees across the organization as well as liaising with external HR support resources such as VoteRiders' Outside General Counsel and HRIS Business Partner.

COMPENSATION

The starting salary range for this position is \$70,000 - \$85,000 annually. Total compensation includes paid vacation and sick time per the policies outlined in VoteRiders' Employee Handbook, all Federal holidays, a monthly remote work stipend, eligibility for paid parental leave and paid family/medical leave after 1 year's tenure, health benefits, and access to a 401k retirement plan with a 4% employer contribution match.

PRIMARY RESPONSIBILITIES

1. HR Operations Management:

- Oversee day-to-day HR operations, employee records management, payroll, and benefits administration.
- Ensure compliance with labor laws and regulations in a multi-state organization, and company policies.
- Develop and implement HR policies and procedures to streamline operations and support organizational goals.
- Support the organizational employee lifecycle, including job posting and recruitment strategy; onboarding; performance management; and onboarding.



- Research, advise on, and implement revisions to HR policies and Employee Handbook on an annual and as-needed basis.
- 2. Culture and Engagement:**
 - Foster a positive and inclusive workplace culture that aligns with the company's values and mission.
 - Develop and execute employee engagement initiatives, including surveys, feedback mechanisms, and programs.
 - Organize and manage company events and team-building activities.
 - Work in partnership with the rest of the Operations team (Operations and Finance Director, Operations Manager, Operations Assistant) to plan and execute an annual in-person staff retreat.
 - Lead organizational EDI (Equity, Diversity and Inclusion) initiatives in partnership with Operations and Finance Director and CEO/Executive Director and engaging outside consultants and experts as needed.
- 3. Employee Relations:**
 - Serve as a frontline point of contact for employee inquiries and concerns, providing guidance and resolving issues as needed.
 - Lead investigation of employee grievances and recommend corrective action as-appropriate.
- 4. Talent Management and Development:**
 - Assist in identifying training and staff development needs and coordinate learning opportunities for employees.
 - Support performance management processes, including goal setting, evaluations, and feedback.
- 5. Data and Reporting:**
 - Maintain accurate HR records and generate reports on key HR metrics, such as turnover rates, employee satisfaction, and diversity statistics.
- 6. Compliance and Risk Management:**
 - Ensure adherence to all relevant employment laws, regulations, and industry standards across multiple states.
 - Conduct regular audits of HR processes and practices to ensure compliance and identify areas for improvement.
 - Liaise with Outside General Counsel on employment-related matters as-appropriate.
- 7. Collaboration and Communication:**
 - Collaborate with senior leadership to align HR strategies with organizational objectives and support organizational goals.
 - Communicate effectively with employees at all levels, providing information on HR policies, programs, and initiatives.
- 8. Continuous Improvement:**
 - Stay current with HR trends, best practices, and emerging technologies to continuously improve HR operations.
 - Implement process improvements to enhance the efficiency and effectiveness of HR functions.

QUALIFICATIONS



Required

- Bachelor's or Master's degree in Human Resources, Business Administration, or a related field
- 5+ years of experience in HR management or operations, with a focus on employee engagement and culture
- Knowledge of and experience in the nonprofit sector
- Demonstrable experience planning and implementing EDI (Equity, Diversity and Inclusion) initiatives
- Strong knowledge of employment laws, regulations, and best practices
- Excellent communication, interpersonal, and problem-solving skills
- Ability to handle sensitive and confidential information with discretion
- Proficiency in HRIS and other HR-related software and tools
- Strong organizational and project management skills

Preferred/Plus

- HR certification (e.g., SHRM-CP, PHR)
- Proficient in ADP WorkforceNow
- Experience in the democracy sector and/or interest in voting rights
- Experience in a remote workplace

Studies have shown that members of marginalized communities - such as women, LGBTQ+ and people of color - are less likely to apply to jobs unless they meet every single qualification. VoteRiders is dedicated to building an inclusive, diverse, equitable, and accessible workplace that fosters a sense of belonging – so if you believe you're the right fit for this role but your past experience doesn't align perfectly with every qualification in the job description, we encourage you to still consider submitting an application.

EQUAL EMPLOYMENT OPPORTUNITY POLICY

VoteRiders is committed to diversity among its staff. VoteRiders is an equal opportunity employer. All employment decisions at VoteRiders are based on our mission and program needs, job requirements and individual qualifications, without regard to age, race, color, national origin, religion, sex, sexual orientation, disability, or any other legally protected basis. VoteRiders will not tolerate any unlawful discrimination or harassment.

TO APPLY

To apply, send a resume, cover letter and contact information for three professional references to Jobs@VoteRiders.org. Please note that references will not be contacted without your permission. Include in the subject line: your **last name** and **People and Culture Operations Manager**. Applications will be accepted until the position is filled. Please include where you saw the job post or how you learned of the open position.