

Director of People & Culture **Centro Campesino in South Florida**

About Centro Campesino:

The Centro Campesino Farmworker Center was established in 1972 as a farmworker advocacy organization in response to the deplorable living conditions of farmworkers and other low-income families in South Florida. Since its inception, Centro Campesino has built over five hundred single-family homes for low-income families, manages 132 affordable rental units, and rehabilitated more than 6,000 homes for rural low-income families in 11 Florida counties. The organization has guided over 3,000 families through the homeownership process and assisted over 2,000 distressed homeowners facing South Florida's foreclosure crisis. Today, Centro Campesino has an annual budget of \$6,000,000 with a staff of thirty-two full-time and twenty part-time staff. Awards: Two-time Bank of America Charitable Foundation Neighborhood Builder awardee, the 2020 UnidosUS Affiliate of the Year, and a chartered NeighborWorks America organization with an "exemplary rating." Website: www.centrocampesino.org

Today, doing business as Centro Campesino and serving a demographic comparable to Miami Dade County, with lines of business in four major areas: 1) **Housing and Housing Counseling**, which includes affordable housing development and property management of rentals, housing rehabilitation/weatherization, and homeownership counseling; 2) **Children and Youth Services**, includes learning centers for youth from low-performing schools, afterschool education, tutoring, and a summer camp; 3) **Workforce Development**; includes adult vocational training and job placement; and, 4) **Disaster Recovery and Advocacy** related to emergency financial assistance, disaster relief, fair housing, and increased access to services.

Position Profile:

Reporting to the Executive Director, the Director of People & Culture will serve on the Leadership Team and ensure that the organizational culture provides flexibility, encouragement, mutual respect, strong communication, and teamwork in an environment where everyone feels respected and valued. This position will be responsible for the overall administration, coordination, and operation of the Human Resources functions that support the success of the organization and its strategic objectives. This position will also be involved in strategic planning and internal initiatives, including creating and implementing organizational strategies, staffing plans, policies, and practices. In addition, the Director of People & Culture will work closely with Senior Leadership, Program Directors, and Managers and be a trusted advisor for all matters related to Centro Campesino employees.

Key Responsibilities:

- Create and maintain processes that attract, onboard, and retain the right talent across the organization.

- Develop strategies to identify talent; establish and conduct recruitment and hiring processes for all employees, from collaborating with managers on crafting job descriptions to extending job offers.
- Continually ensure that staff is well-placed and well-positioned for success.
- Facilitate communication between and among staff.
- Ensure that compensation systems, benefits programs, and human capital management systems reward desired outcomes, behaviors, and core values.
- Ensure that learning and development opportunities have a real organizational and personal impact.
- Lead change management initiatives in conjunction with the Leadership Team and help define desired results.
- In collaboration with the Leadership Team, maintain and update a leadership succession plan and proactively identify new leaders.
- Provide performance management guidance to supervisors and support them in carrying out their responsibilities on human resources matters, including ongoing feedback, documentation of performance issues, performance evaluations, and performance improvement plans.
- Manage staff onboarding, including exit interviews; analyze data and make recommendations to the Leadership Team for corrective action and continuous improvement.
- Continually assess and improve people & culture practices, programs, and policies to ensure high impact and legal compliance.
- Act as a resource to employees regarding questions about policies/procedures and workplace disputes that may arise.
- Foster a growth-oriented, positive, and encouraging environment while keeping employees and management accountable to organizational policies, procedures, and guidelines.
- Maintain employee handbooks and manuals.
- Maintain knowledge of industry trends and best practices in Human Resources Management.
- Lead and support employee recognition strategies and activities.
- Coordinate activities that promote employee well-being.
- Manage employee labor relations and staff concerns.
- Provide guidance on corrective action and progressive discipline matters, including those related to infractions, suspensions, and separations.
- Maintain up-to-date personnel records.
- Administer the agency's human resource information system (if applicable).
- Ensure company compliance with all applicable labor laws and regulations.
- Guide and deliver human resources practices with fairness, equity, and consistency.

Required Skills/Abilities:

- Strong strategic thinking skills with demonstrated ability to think organizationally and has proven success in developing and implementing programs that are people-centric with an emphasis on strengthening an organization's culture.

- Excellent interpersonal skills with the ability to build relationships and develop partnerships.
- Proven effective project management skills with the ability to coordinate multiple projects of varying complexity throughout the organization.
- Skilled at leading and addressing difficult conversations; skilled in resolving conflict and creating respectful spaces.
- In-depth knowledge of labor laws.
- Computer literacy and competency (ex: Microsoft Office Suite).
- Ability to effectively manage, mediate, and resolve conflict.
- Ability to function successfully with autonomy.
- Ability to transfer knowledge, coach, and mentor.

Required Education and Experience:

- Minimum of 10 years of comprehensive Human Resources experience, inclusive of 5 years of management experience.
- Bachelor's degree required.

Preferred Education and Experience:

- Master's degree with an emphasis on HR management or equivalent experience.
- Experience working in non-profit Human Resources management.
- PHR/SPHR/SHRM-SCP.
- Experience working with remote leaders and employees.
- Experience in culture and change management.

Physical Requirements:

The physical demands described here represent those that an employee must meet to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Location:

This position is based in Florida City, FL. (Hybrid possible).

Compensation:

The Director of People & Culture is a full-time, exempt position. The salary range for this position is between \$66,352 - \$99,527, depending on experience.

Benefits:

Centro Campesino provides a comprehensive, competitive, and cost-effective benefits package that promotes a culture of employee well-being. The benefits package includes company-paid health insurance, sick and annual leave, life insurance and long-term disability insurance, and a 403b retirement account with company contribution after one year of employment, and an employee-paid dental insurance policy is also available.

Centro Campesino is an equal opportunity employer committed to providing employees with a diverse, equitable, and inclusive environment free of discrimination and harassment.

***Please apply only if you have the required qualifications and experience.** To be considered, submit a cover letter indicating how you are an excellent match for the position qualifications and education/experience requirements and a resume to John Martinez at JMartinez@CCFCFL.org