



Job Description

The Role: EXECUTIVE DIRECTOR OF PEOPLE AND CULTURE

The Executive Director of People and Culture is responsible for enterprise level oversight of human resources for the Augustine Institute both and will lead all human resource efforts for the Institute, including: developing and promoting initiatives that promote a culture in alignment with the Institute's corporate values; driving all hiring, training, and evaluation endeavors; managing all benefit plans and compliance endeavors; maintaining and updating the employee handbook; oversight of all human resource implications internationally and in 20+ states in the U.S.

The ideal candidate is highly self-motivated, professional, and capable of managing multiple tasks and prioritizing in a fast-paced entrepreneurial environment. Candidate will uphold a strict level of confidentiality and represent the organization with a professional, friendly demeanor.

The Executive Director of People and Culture reports to the Chief Finance Officer.

Responsibilities

1. Corporate Culture
 - a. Work with Chief of Staff and Office Manager to schedule, promote, plan and execute events, including: monthly all-staff meetings, company picnic, and Christmas party;
 - b. Work with Chief of Staff to strategically plan HR culture initiatives that will benefit the company and encourage more efficient and beneficial work from employees;
 - c. Foster cross-functional relationships and ensure managers and employees are properly connected;
 - d. Promote a positive and open work environment where employees feel comfortable speaking up about issues;
 - e. Monitor employee progress and stay abreast on company climate and culture, ensuring it stays positive and productive;
 - f. Publish and distribute monthly employee newsletter.

2. Employee Relations
 - a. Manage all hiring, onboarding, and training procedures for new employees;
 - b. Manage ongoing training programs for employees;
 - c. Direct and oversee all offboarding procedures;
 - d. Facilitate annual review process;
 - e. Regularly meet with employees for progress reviews and assessments, discussing any problems or grievances they may have;
 - f. Continually educate employees on company policies (including sexual harassment, appropriate dress and social media permissions, etc.) and keep employee handbook current;
 - g. Maintain employee records.

3. Benefits Administration/Compliance
 - a. Administer or change benefits, health plans, retirement plans, etc.;
 - b. Work with Chief Finance Officer to understand and adhere to all compliance issues, including all pertinent labor laws.

Requirements and Qualifications

- Commitment to and adherence of the teachings of the Catholic Church.



- Maintenance of high level of confidentiality.
- Strong organizational, project management, and problem-solving skills with impeccable multi-tasking abilities.
- Friendly and professional demeanor.
- Work on-site in Denver office
- Experience in mediation and conflict resolution processes
- Expert stress management skills and ability to make important decisions under pressure
- Attentive listener; understanding, empathetic, and personable
- Bachelor's Degree in human resources, business administration, finance, or related field; Master's Degree preferred
- Minimum 8+ years of experience in Human Resources reporting directly to senior management.
- Highly computer literate in Microsoft Suite and various HR software programs