



YouthBuild Philadelphia Charter School  
1231 N. Broad St., 3<sup>rd</sup> Floor  
Philadelphia PA 19122  
(P) 215-627-8671  
(F) 215-763-5774

## Job Title: Human Resources Director

### Full-Time

Reports To: Chief Financial and Operating Officer

Supervisory Responsibilities: Yes

### YouthBuild Philadelphia Charter School

Location: Philadelphia, Pennsylvania

#### Organization Overview:

Every year, thousands of young people in Philadelphia drop out of school. This decades-long dropout crisis impacts individual lives by sustaining the cycle of underemployment and poverty, and threatens Philadelphia's ability to thrive.

YouthBuild Philly was founded in 1992 to give high school dropouts a second chance and the opportunity to build a brighter future for themselves and their community. Our innovative program offers young at-risk adults a high school diploma, valuable job skills, and the opportunity to learn and grow in a community-oriented, supportive environment. We prepare our students for further educational attainment and meaningful careers as they become leaders and contributing members in a stronger Philadelphia.

#### Mission

YouthBuild Philadelphia Charter School's mission is to empower young adults (18-20 year-olds) to develop skills and connect to opportunities by fostering an environment of love, and respect for their whole person. Students graduate high school and successfully



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transition to college and career as critically conscious leaders, committed to positive change for themselves and their communities.

## **Vision**

YouthBuild Philadelphia's demonstrated and recognized success inspires more holistic and integrated approaches in educational and social programs nationally.

## **Values**

\* Excellence \* Perseverance \* Respect

**Job Summary:** The Human Resources Director (HRD) is responsible for developing and executing YBP's human resources strategy, specifically in the areas of employee well-being, continuous workforce improvement and planning, talent acquisition, change management, performance management, succession planning, training and development, and policy development and compliance. The HRD will be part of the Senior Leadership team and act as a strategic advisor to senior leadership on a variety of issues, including leadership development and talent management. The HRD provides strategic leadership by formulating and articulating HR needs and plans to staff and to the Board of Directors.

The HRD will have the ability to bring credibility to the human resource function through his/her professional qualifications and leadership. S/he will continue to build respectful and productive collaboration at the most senior levels of a rapidly growing, complex organization. The HRD will be a strategic business partner, establishing rapport at all levels within the school. S/he will cultivate relationships to ensure that HR delivers value, service excellence and operational efficiency. As a leader that embodies an 'executive presence', s/he must be highly articulate and a deft communicator. This individual will foster respect, trust, and collaboration among team members and will possess the ability to manage through change with flexibility and poise.

The HRD will report to the Chief Financial and Operating Officer and supervise the HR Manager and other HR related staff as needed.



CHARTER SCHOOL

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### Responsibilities and Duties:

- Provide leadership and expertise for the full scope of Human Resource functions including organizational effectiveness and change, talent management, organizational learning, development, and performance.
- Reviews and makes recommendations to the Senior Leadership Team for improvement of the organization's policies, procedures, and practices in workforce management. Proposes strategies for organizational development and effective talent management.
- Serves as the lead on talent acquisition for all staff positions and collaborates with managers on crafting job descriptions, posts open positions, and screens applicants to identify top candidates.
- Manages all HR administration, including the organization's benefits programs, and provides payroll support to the Finance department. Manages relationship with benefit brokers, coordinates annual Open Enrollment, and addresses employee benefits questions. Proposes additional benefit options pertinent to the organization's workforce.
- Proactively engages employees to improve working relationships, build morale, and increase productivity and retention. Communicates openly and frequently, keeping staff informed on benefit resources, organizational events and other pertinent information.
- Provides performance management guidance to personnel managers and supports them in carrying out their responsibilities on personnel matters (coaching, mentoring professional development, and disciplinary actions).
- Manages and resolves complex employee relations issues. Where applicable, conducts effective, thorough and objective investigations.
- Identifies training needs for departments and assist Directors with finding appropriate training resources. Monitors and evaluates success of training programs. Follows up to ensure training objectives are met.
- Implements and maintains a human resource information system and implements other technology and procedural improvements to streamline the HR function.
- Maintains in-depth knowledge of changing employment regulations and implements policies, procedures and systems to ensure federal and state regulatory compliance to reduce the organization's legal risks.
- Maintains knowledge of industry trends and best practices in workforce development and change management. Assesses organizational need and recommends staff development for the organization.

*An Equal Opportunity Employer*  
[www.youthbuildphilly.org](http://www.youthbuildphilly.org)



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- Develops strong relationships with department managers to identify workforce challenges or talent gaps and collaborates to develop solutions to address them.
- Supports Executive Management in the annual review, preparation and administration of the organization's compensation program. Provides input on departments restructures, workforce planning and succession planning.
- Provides HR policy interpretation and guidance on multifaceted employment matters.
- Prioritizes the supervision experience of all HR staff
- Willingness to learn about and support staff in restorative practices
- Support the Board of Directors' HR Committee in its governance of key HR issues

### **Qualifications:**

- Bachelor's degree required, preferably in HR or Psychology; Master's degree in HR or business-related field of study preferred
- Minimum of 10 years of HR generalist experience, with extensive exposure to benefit administration, employee relations, performance management, recruitment, HRIS, and training and development. At least 5 years of experience as HRD and 5 years of experience supervising two or more employees
- PHR; SPHR strongly preferred
- Deep understanding of current HR trends in compensation, benefits, and performance evaluation frameworks and fluency with primary HR functions (employee relations, HR administration, and compliance); experience must include hands-on responsibility for the full scope of benefits activities;
- Understanding of best practices and experience in building inclusive and engaged workplaces; cultural awareness and sensitivity with lens on racial and gender equity;
- Ability to deal with conflict effectively and to manage difficult employee relations situations confidently and calmly;
- Proven influencer and demonstrated ability to coach and counsel both executive-level management and employees in sensitive situations;
- Experience in in revising or developing new HR policies and procedures to meet changing organizational needs and to support the desired organizational culture, in a non-profit organization, charter school, or education environment preferred;



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**C H A R T E R   S C H O O L**      d communication skills, strong customer service orientation, and the ability to partner effectively with all levels of the organization, including expectation setting. The ability to influence through listening, writing, and presenting;

- Excellent analytical skills, attention to detail and accuracy, and strong work ethic. Proven track record of excellent follow-through and execution in a demanding, high growth environment
- Excellent leadership, motivational, and organizational skills;
- Thinks broadly, recognizing the impact of decisions and actions on the entire organization and its customers. Displays willingness to make decisions, exhibits sound and accurate judgment, and makes timely decisions;
- Consistently make good decisions through a combination of analysis, wisdom, experience, and judgment;
- Resourceful and able to find creative solutions, thinking beyond current systems and approaches toward continual improvement;
- Desire to be part of a hardworking, collaborative, fun and values-driven team.

## Common Competencies

- Mission driven to work with the YouthBuild student body
- Intermediate to advanced Microsoft Office skills
- Intermediate to advanced Google Suite skills
- Commitment to social justice
- Demonstrated values that align to restorative practices
- Willingness to prioritize data collection and analysis
- Willingness to reflect on impact data and incorporate that information into routine decision-making

## Clearance Requirements

- FBI - Criminal History Report
- PATCH - Pennsylvania Police Department - Criminal Background Check (and/or applicable based on State of residency)



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- TB Test Results
- Act 24 - Arrest Conviction Form
- NSOPW - National Sex Offender Clearance

How to apply: Send your cover letter, resume and salary expectations via email to Human Resources at [careers@youthbuildphilly.org](mailto:careers@youthbuildphilly.org) with subject line "HR Director".

*This job description in no way states or implies that these are the only duties to be performed by this employee. He or she will be required to follow any other instructions and to perform any other duties requested by his or her supervisor.*

*All qualified candidates will receive consideration for employment without regard to their race, religion, ancestry, national origin, sex, sexual orientation, gender identity or expression, age, disability, marital status, medical condition, veteran status or any other basis as protected by federal, state, or local law.*