



**Abortion Care Network (ACN)** is looking for a full time Director of People and Culture. This position will lead the organization in Human Resources and Operations practices and provide expertise and support to employee relations and retention, diversity and inclusion, policy and procedure development, HR and financial compliance. This position can be fully remote or hybrid remote/in person in Minneapolis, Minnesota. This job will be a full time exempt position and reports to the Executive Director. We hope to start this position no later than March 1st, 2022.

**Salary range:** \$80,000-\$90,000. ACN salary bands are determined by an organizational pay equity process. Unlike market-based compensation systems, ACN's pay equity process focuses on the level of responsibility each employee holds in their position. The process has been developed to ensure integrity, equity and transparency in setting salaries across the organization and embodies ACN's values. This range represents the lowest and highest this position may score using our pay equity rubric based on the qualifications you bring to this position.

**Benefits include:** Health insurance including medical, vision, dental, and life insurance paid 100%, every other Friday off, 25 days PTO annually, 6 paid holidays, 401k contributions, cell phone and home internet reimbursement, and professional development stipend. Employees may add dependents to health and dental coverage, ACN will cover half the premium costs of qualified dependents.

**Duties:**

- Create and operationalize policies and procedures around HR Compliance issues, including but not limited to ADA compliance, EEO regulations, employee leave, internal investigations, state and local laws for varying states, and other legal compliance issues
- Leads and has responsibility for organizational implementation of internal Diversity, Equity, Inclusion and Justice work
- Supports the well-being and self care initiatives of all staff
- Handles staff celebration and appreciation activities
- Act as point person for handling internal complaints, both formal and informal
- Supervises external HR consultants, such as: PEO relationship, IT firm and reparative justice consultants
- Organize and maintain HR records, ensuring proper data integrity and confidentiality
- Provide facilitation for monthly HR meetings
- Provide operational onboarding and offboarding support and handle human resources and operational logistics for employees joining and leaving the organization
- Work with supervisors to facilitate performance reviews with 360-degree feedback



- Work with staff to ensure consistent implementation of policies
- Manage technology assets and services, supporting staff with implementation as needed
- Provide operational support of contractor/consultant engagements, supporting contract negotiations as well as acting as point of contact during contract execution
- Work with PEO to design and administer portfolio of health care and retirement offerings and ancillary employee benefits, and support employee enrollment and other processes as needed
- Support employees and supervisors with questions relating to benefits, HR, and other policies and procedures as needed
- Work with and co-chair the Governance Committee of the Board of Directors
- Oversee payroll, working with payroll vendor as needed and facilitating reimbursements
- Act as liaison to Abortion Care Network's external accountant
- Gather end-of-month documents for ACN's accountant.
- Work with external auditing firm to support annual audits
- Maintain all necessary insurance policies
- Handle yearly financial tasks such as preparing 990, and filing 1099s
- Maintain Abortion Care Network's tax exempt status

*This is not an exhaustive list of duties, though these are the general tasks that comprise this job.*

**Qualifications:**

- [A commitment to ACN values](#)
- A minimum of 4 years HR experience
- A minimum of 2 years supervision experience
- Experience working with a PEO
- Comfort with Zoom as a primary means of communication
- Proficiency using a computer to perform work-related tasks. Familiarity with Google Suites, collaborative file storage systems, and work organization systems like Asana.
- Ability to learn org-specific software and implement it in role-specific ways
- Great written and oral meeting-based communication skills
- Reliable with tracking due dates and tracking compliance schedules
- Demonstrated ability to effectively build and sustain durable relationships with a wide variety of people
- Strong project management, time management, and planning skills, with a demonstrated ability to take initiative and drive projects forward independently
- A personal and professional commitment to ongoing development as an anti-racist leader



### **Competencies & Assets desired for the role:**

- Clear communication, clarity around boundaries
- Critical evaluation skills
- Attention to detail
- Ability to be nimble and adaptable in rapidly changing situations
- Ethical standards based in equity and justice
- Relationship and conflict management
- Stress management
- Diplomacy
- Takes confidentiality seriously
- Creating and explaining processes
- Comfort with transparency
- Comfort talking about finances
- Bonus points for staying up-to-date on useful tech practices and software that facilitates our workflow with ease

### **We offer:**

- A progressive, hybrid office in Minneapolis, or remote work possibilities
- Partial reimbursement of your cell phone/home internet bills
- A competitive salary and benefits package
- A commitment to developing accountable leadership
- Perks like every other Friday off, ombuds services, and staff appreciation events

*Because our team is mostly working remotely during the pandemic, any in-office hours would be social-distanced and masked.*

### **Accessibility Info & Physical Requirements for Minneapolis office:**

- Our office is located in a building less than a block from accessible public transportation
- This office has an entrance with no steps near free, accessible parking and an elevator.
- The office has an ADA accessible bathroom and kitchen
- **Physical requirements include:** long periods of sitting, working on a computer in chunks of time that can extend to 8 hour days, consistent communication via computer, driving/being transported for occasional travel

### **Travel time expectation:**

*At this time, travel is voluntary for vaccinated employees.* If and when we return to regular travel, we believe the travel requirements for this position would be 1-2 times per month within the continental US to support team work, attend required conferences and professional development opportunities, as well as to meet with various stakeholders.



## Abortion Care Network

WE ARE STRONGER TOGETHER

### Application info:

- **We will begin reviewing applications on January 18th, 2022** and will continue accepting applications until the position is filled. Must be available for interviews as soon as January 25th and be able to start in the beginning of March.
- Please email your resume along with a cover letter telling us a little bit about yourself and why you're interested in the job to [hire@workinprogressconsulting.net](mailto:hire@workinprogressconsulting.net). The subject line of the email should read **PeopleDirector\_YourFirstName YourLast Name**
- Attach your resume in a PDF or Word format with a file name labeled as **PeopleDirector\_YourFirstName YourLast Name**, and if you have a linkedin profile, link us to it in your email.

*At Abortion Care Network, we believe that a diverse, equitable, and inclusive workplace makes us a more relevant, more creative, and more resilient organization. We encourage people from all backgrounds, ages, abilities, and experiences to apply. We are an equal opportunity employer. We do not discriminate on the basis of race, color, ancestry, religion, national origin, sexual orientation, age, citizenship, marital or family status, disability, gender, gender identity or expression, pregnancy or caregiver status, veteran status, or any other legally protected status. We will ensure that individuals with disabilities are provided reasonable accommodations to participate in the job application and interview process, to perform essential job functions, and to receive other benefits and privileges of employment.*

### *A Note to Potential Candidates:*

*Studies have shown that women, trans, non-binary folks, and BIPOC are less likely to apply for jobs unless they believe they meet every single one of the qualifications as described in a job description. We are committed to building a diverse and inclusive organization, and we are most interested in finding the best candidate for the job. That candidate may be one who comes from a background less traditional to our field of work, and that's okay. We would strongly encourage you to apply, even if you don't believe you meet every one of the qualifications described*