



The Black Emotional and Mental Health Collective (BEAM) is a 501(c)(3) non-profit organization whose vision is “a world where there are no barriers to black healing.” To achieve this vision, BEAM trains and partners with individuals, organizations and grassroots movements to implement healing justice and social justice informed mental health strategies into their communities.

Position: People & Culture Manager

Location: Virtual

Summary: Reporting to the Executive Director, BEAM's People and Culture manager will support and develop HR infrastructure, implementing and sustaining progressive policies and procedures and will be a dynamic, thoughtful facilitator, cultivating everyday wellness for the organization and its staff members.

Internal Operations & Wellness

- Champion and support the implementation of BEAM's values; developing and nurturing coherent, human centered HR practices and wellness support systems.
- Facilitate dynamic regular check in sessions with staff and teams, centering Healing justice principles; that provide space for reflection, processing, and connection.
- Lead collaborative initiatives to build and maintain internal systems that support the wellness and sustainability of BEAM's team members and operations.
- Partner with senior staff to identify and work to address staff issues, as needed.
- Establish credibility throughout the organization as an effective listener and problem solver of people issues and conflict.
- Develop and manage organizational culture initiatives: Lead celebrations, conduct wellness surveys, create quarterly wellness events for team members, co-conducts performance reviews as needed.
- Innovate around different approaches to operations and organizational culture that ensure supportive and responsive implementation of structure and processes.

Human Resources

- Serve as a liaison between BEAM's outsourced HR vendor for benefits, HR, and compliance.
- Manage and refine, with the outside HR vendor team, HR processes for hiring, training, onboarding, departures, and evaluation in alignment with healing centered values.
- Design, develop, and co-conducts performance reviews and evaluations.
- Coordinate with our HR vendor all aspects of benefits administration, including open enrollment, compliance reporting, and selection of additional benefit options for employees.
- Interpret and implement personnel policies and procedures..

Skills and Attributes

- Demonstrated commitment to BEAM's mission, embodies BEAM's values, and has experience and passion for serving Black communities. Incorporates these values into their everyday work.
- Commitment to progressive, justice centered human resources practices that go beyond



BLACK EMOTIONAL AND MENTAL HEALTH
COLLECTIVE

box-checking.

- Minimum of 4 years' experience working in human resources.
- Knowledge of racial, gender, and LGBTQ health disparities.
- Strong interpersonal and people management skills that center assertive, heart centered communication and integrity.
- Strong nonprofit and business acumen; proven track record of advancing operations processes to achieve business results and drive organizational mission.
- Attention to detail and commitment to producing high quality, accurate work.
- Demonstrated ability to meet deadlines as needs of the organization change and the complexity of the information grows.
- Entrepreneurial mindset and self-starter; ability to thrive in ambiguity and lead through change.
- Computer literate and skilled in use of MS Windows-based programs, including MS Office (Word, Excel, PowerPoint) and G-Suite (Docs, Sheets, etc.).

Travel: Position requires little to no travel. Note: BEAM has temporarily suspended all overnight/flight travel due to the COVID-19 crisis.

Compensation: \$75,000 annually with full benefits and 401K package.

To Apply: Please email a cover letter and resume to hr@beam.community. For the cover letter, please share why you are excited about the role and share with us how you ensure a "human" aspect is held in all human resources work.

Subject line should read: "*People & Culture Manager.*" Only qualified applicants will be contacted for an interview. No phone calls please. Visit our website at: www.beam.community

Deadline to Apply: - June 10th, 2023

BEAM is a 501(c)(3) non-profit organization, and an equal opportunity/affirmative action employer who encourages employment of women, people of color, persons with disabilities, and transgender, bisexual, lesbian and gay individuals