



Director of Human Resources, Diversity, Equity and Inclusion

Womanspace is seeking a mission-driven, experienced, strategic, and inspiring professional to fill the role of the Director of Human Resources, Diversity, Equity, and Inclusion.

The Director of Human Resources, Diversity, Equity, and Inclusion will be responsible for all agency HR duties, including processing all payroll and benefits information and working with the Chief Executive Officer to develop succession planning methods encompassing recruitment, hiring, promotion, and retention.

Additionally, in collaboration with supervisors and staff at all levels, this role develops and implements DEI strategies, particularly in the areas of organizational culture, staff support, and programs.

Key candidates must have:

- Bachelor's degree in relevant field
- Minimum of 4 years' experience in human resources and diversity, equity, and inclusion
- Non-profit experience preferred
- Experience working with a Board of Directors would be desired.
- Excellent communication skills, including the ability to listen intently and respond effectively
- Excellent collaborator
- Proven ability to work with diverse cultures
- Ability to work with vendors and staff to troubleshoot technology issues.

Compensation: The salary range is \$70,000- \$80,000 based on experience. Womanspace offers a comprehensive benefit packages that includes vacation leave, paid holidays, and paid absence; excellent medical and dental insurance with Womanspace paying 100% of employee premiums; and 401K contribution after one year of service.

Interested candidates should send their resume to Nathalie Nelson- nsn@womanspace.org