



## **People and Culture Specialist Anywhere in the U.S.**

### **Position Summary:**

The People and Culture Specialist will ensure sound human resources functions, including implementation and assessment of personnel policies, training, professional development, updating job descriptions, compensation and benefits, employee relations, performance evaluation, recruiting, onboarding and retention. This position will also play a key role in maintaining a healthy and thriving organizational culture that prioritizes taking care of DWN's team. Along with DWN's mission of abolishing the immigration detention system, we believe in creating a liberatory and healthy work environment.

The People and Culture Specialist will hold human resources technical expertise while also sharing DWN's values. They will possess a great deal of flexibility and discretion.

This position reports to DWN's Managing Director and is part of the Finance, Operations, and Membership team.

Detention Watch Network is committed to the recruitment and retention of staff that is reflective of the communities we work with. We strongly encourage applications from Black, Indigenous, people of color; immigrants; women; people with disabilities; members of the LGBTQ community; and other underrepresented and historically marginalized groups.

### **What you'll do:**

#### *Human Resources*

- Oversee administration of DWN's benefits: leave time, medical, dental, vision, short- and long-term disability, Employee Assistance Program, 401K, etc., including managing open enrollment and qualifying life events.
- Manage the relationship and contract with DWN's PEO provider and other insurance and benefits providers.
- Ensure compliance with federal, state, and local employment laws and regulations, and organizational policies.
- Maintain human resources records including employment files, ensure proper documentation is generated and maintained regarding job information, compensation, benefits, etc.
- Research, develop, and implement policies and procedures, all with an equity lens – including employee handbook, job descriptions, and other materials. As we continue navigating the global COVID-19 pandemic, develop safe and effective COVID guidelines to be consistently reevaluated.
- Manage bi-annual salary review and evaluation process.
- In close partnership with hiring managers, oversee the full life cycle of hiring and onboarding, including recruitment, assessing candidates, reference checks, making the offer, and onboarding.

- Serve as primary backup for payroll processing.
- Assist in the communication and upkeep of employee handbook, employee directory, and organizational chart.
- Oversee performance review program to ensure effectiveness and equity within the organization

#### *Organizational Culture and Health*

- Collaborate with staff to nurture a healthy and equitable organizational culture that prioritizes racial equity and staff wellbeing.
- Play a lead role in organizing and planning staff retreats, working with the operations team on logistics and facilitators on program. DWN holds two all-staff retreats annually, as well as ad hoc departmental team retreats.
- Support with planning staff-wide trainings, with topics ranging from political education, generative conflict management, and benefits information sessions.
- Oversee staff-wide professional development to ensure equity and consistency.
- Develop and implement mechanisms to gather staff feedback.
- Play a lead role in planning staff-wide events and celebrations

#### **You'll thrive in this role if this sounds like you:**

*\*While no candidate will possess every quality, the successful candidate will possess many of the following qualifications and attributes. Even if you aren't sure but are excited about the position, we encourage you to apply!\**

- Demonstrated commitment to DWN's [values](#)
- At least three years of proven experience in human resources roles.
- Strong project management skills – highly organized, detail oriented, able to consistently meet deadlines, and move and follow up on action items.
- Demonstrated sound judgment, flexibility, and patience; able to exercise discretion in dealing with confidential and sensitive matters.
- Exceptional communication skills, and an ability to engage and work with diverse groups of people in an open and respectful way.
- Commitment to encouraging a healthy and collective work environment that values racial equity. Recognition that creativity, health and humor among staff enrich the work of the organization.

#### **We're hoping you bring 1-2 (or more) of these bonus skills:**

- Experience on working on issues related to immigration rights or racial justice
- Experience working with a Professional Employment Organization (PEO). DWN works with Paychex Flex.
- Experience working with insurance brokers.
- Experience with administering benefits, including workers comp, short- and long-term disability, and medical benefits.

**Salary Range:** Starting at \$75,000

#### **Why work for DWN?**

- **Paid Time Off:** Staff are eligible for **15** vacation days their first year of employment; **20** vacation days during years two through seven; and **25** vacation

days after eight years of employment; plus we close for two weeks at the end of the year.

- **Commitment to our staff:** DWN invests in staff growth and professional development opportunities and is committed to providing regular feedback and opportunities for advancement.
- **Crystal clear focus:** Our team gets to work with dedicated and growing [membership](#) committed to the abolition of immigration detention.
- **Wellness Fund:** We know that this work can be physically and emotionally taxing, so DWN offers a wellness fund to all staff: a stipend of \$500 per year to go towards personal health and self-care (yoga classes, therapy co-pays, massages, workout gear—whatever works for you!)
- **Our team is awesome:** You'll be working with a group of smart, dedicated, and caring [people](#) who know how to have fun while getting a lot done in a low-ego environment!
- **Added perks:** we offer generous benefits and salaries, a monthly cell phone stipend to all staff, plus eligibility for an eight-week sabbatical after three years on staff.

Detention Watch Network is an “at-will” and equal opportunity employer. Applicants and employees shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, mental or physical disability, sexual orientation, gender (including pregnancy and gender expression) identity, marital status, veteran status, medical condition, or any other protected classification.

Reasonable accommodation will be made so that qualified disabled applicants may participate in the application process. Please advise in writing of special needs at the time of application. While performing the responsibilities of the job, reasonable accommodations may be made to enable people with disabilities to perform the essential functions of the job.

### **How to Apply**

Email your resume and cover letter to [jobs@detentionwatchnetwork.org](mailto:jobs@detentionwatchnetwork.org).

In the cover letter, please answer the following questions: 1) Why you are interested in working at DWN? 2) How have you demonstrated a commitment to equity in your previous roles?

If selected for an initial screening interview, DWN's hiring consultant, Ebony Ross, will reach out to you.

\*\*Please note that DWN requires all staff to be fully vaccinated, with the possibility of exemption on a case-by-case basis.