



People and Culture Manager

TO APPLY: Send an email and cover letter to CEO, Jennifer Pigza, at careers@girlsincislandcity.org. The preferred deadline is October 12, 2026.

Reports To	CEO
Employment Status	Full-Time, Exempt
Location / Schedule	Full time hours will be M-F, within operations hours of 8am-6pm, mutually determined with the supervisor. After three months, this staff can work the equivalent of one day per week remotely.
Salary Range	\$78,000-\$83,000 + benefits
Direct Reports	A portion of the Operations Manager is assigned to the People and Culture Manager.

Girls Inc. of the Island City has served children and families in the city of Alameda since 1964 and is a local affiliate of the Girls Inc. organization. Our mission is to inspire all girls and youth to be strong, smart, and bold and to engage youth in creating a more equitable society. We achieve this mission through innovative research-based Girls Programs for girls and gender expansive youth ages 5-18 and Alameda Island Kids child care for any child attending our partner Alameda Unified elementary schools. We embolden our participants to embrace risks, increase confidence and self-esteem, and take action to achieve their dreams. In all, Girls Inc. of the Island City engages nearly 1,000 youth annually. The operating budget is \$3M, with approximately 40 full-time and part-time staff.

The **People & Culture Manager** builds the people systems, manager capability, and employee experience required to advance Girls Inc. of the Island City's mission. This role is a trusted partner to employees and leaders and establishes consistent, equitable, and effective people practices in an organization building its first dedicated people function. Primary responsibilities:

Manager partnership and employee support

Create a reliable, trusted point of support for managers and employees.

- Coach managers on expectations, feedback, performance, documentation, development, and difficult conversations.
- Serve as the primary internal resource for employee-relations concerns, escalating investigations or legal questions when appropriate.
- Promote fair, timely, and consistent application of policies and people practices across teams.
- Build manager confidence through practical tools, office hours, training, and just-in-time guidance.

Performance and talent practices

Build a practical performance approach aligned with organizational priorities and values.

- Design and manage goal setting, regular feedback, performance review, improvement, recognition, and development processes.
- Support role clarity, career development, succession thinking, and workforce/capability planning.
- Partner with leaders to identify skills gaps and determine when to hire, develop, redesign, outsource, or automate work.
- Support equitable recruitment and selection for priority roles while keeping hiring aligned to actual organizational needs.

Culture and organizational effectiveness

Translate desired culture into observable leadership and team practices.

- Partner with the CEO and leadership team to define the behaviors, decision practices, and accountabilities that should shape the employee experience.
- Establish useful listening mechanisms and convert themes into focused action plans.
- Support organizational change, team effectiveness, communication, and role or structure redesign.
- Track a concise set of people indicators and use the data to identify risks and opportunities.

People operations and compliance

Create a dependable foundation for the employee lifecycle and people-practice compliance.

- Own people policies, handbook coordination, personnel documentation, recruitment, onboarding, offboarding, leave and accommodation processes, and required employment practices.
- Assess priority people-related risk and maintain a remediation and compliance calendar in partnership with Finance & Operations and outside counsel.
- Partner with Finance & Operations on payroll inputs, benefits decisions, worker classification, timekeeping, and employee-facing issue resolution.
- Maintain appropriate confidentiality, records, data quality, and documented procedures. Initial success outcomes

Qualifications

- Demonstrated experience building or strengthening people practices in a growing, changing, or under-resourced organization.
- Hands-on California HR knowledge, including wage/hour, leave and accommodation, performance, employee relations, documentation, and employee-lifecycle practices.
- Experience coaching managers and handling sensitive employee matters with sound judgment and discretion.
- Ability to translate legal and policy requirements into practical, understandable processes; recognizes when employment counsel is required.
- Strong project management, communication, facilitation, and change-management skills.
- Commitment to equity and to the mission and values of Girls Inc. of the Island City.
- Relevant HR certification or formal education is valued but should not substitute for demonstrated capability and results.

Core Competencies

- Trust and judgment: Handles sensitive information carefully and makes balanced, principled decisions.
- Builder mindset: Creates right-sized systems where structure is limited or inconsistent.
- Manager enablement: Strengthens leaders without taking ownership away from them.
- Equity in practice: Examines how policies and decisions affect employees and applies standards consistently.
- Strategic and operational range: Connects daily people practices to future capability and mission impact.
- Courageous communication: Addresses risk, conflict, and accountability directly and constructively.

GIRLS INC. OF THE ISLAND CITY IS AN EQUAL OPPORTUNITY EMPLOYER. We are committed to building a diverse, equitable, and inclusive team and strongly encourage candidates from all backgrounds to apply.