



Southern Arizona's Premier Social Service Agency

Old Pueblo Community Services is an EOE/M/F/VET/DISABILITY Employer

Chief People Officer

OPCS is a non-profit organization dedicated to ending homelessness in Pima County through the provision of compassionate shelter, services, and housing. We serve our community with optimism and gratitude, recognizing that our expression of kindness and support for others has the power to positively change our community and ourselves.

This role is pivotal in creating and executing our people strategies in alignment with our mission, vision, and values. The CPO will drive initiatives related to talent acquisition, development, engagement, retention, culture, and overall employee experience. The CPO will work closely with the CEO and other senior leaders to foster a positive and productive work environment that supports business objectives and growth. This role encompasses a broad spectrum of oversight, as outlined below, and oversees two OPCS teams – Training & Development and Human Resources.

The ideal candidate will have a deep compassion for others combined with strong leadership and management abilities. They will also possess a deep knowledge of HR, workforce development, organizational culture, non-profit industry trends, and strategies that promote a diverse and inclusive work environment.

Employee Benefits

Competitive Salary, Employer Subsidized Health Insurance for Employee **and Family**, Employer Matching 401 (k) plan (after 1 year), Employer Subsidized Dental Plan and Vision Plan, Paid Life Insurance, Employer Paid Training, 160 Hours Paid Time Off (PTO) Per Year.

Duties and Responsibilities:

1. Lead Human Resource and Talent Team:

- Oversee talent acquisition processes to attract, recruit, and retain top talent.
- Address and resolve employee relations issues, ensuring fair and consistent application of policies and practices.
- Ensure compliance with all relevant labor laws and regulations.
- Develop and implement HR policies and procedures to mitigate risks and ensure legal compliance.
- Manage employee-related risk management and legal issues, including investigations and disputes.
- Communicate HR policies, initiatives, and changes effectively to all employees.

2. Lead Training Team:

- Oversee the training team responsible for onboarding, development, and delivery of ongoing training.
- Internal development of employee training curriculum as appropriate.
- Collaborate with community partners in areas of training and employee development.
- Establish and manage contracts for training services.

3. Culture:

- Collaborate with leadership to cascade cultural initiatives throughout the organization.

Job Status

Full-Time (Exempt)

Pay Rate

\$90,196 - \$115,000 - \$ 139,804

Pay Comments

In accordance with pay transparency, the salary reflected in this posting is the full salary range for this position. Individual placement within the range is based on the candidate's current experience, education, skills, and abilities related to the position. Salary placement is typically between the minimum and mid-point of the salary range.

We are willing to train those who are passionate about helping people and willing to go the extra mile to help the client.

Mail Resume/Application to:

Ms. Jeanie Pike
HR Director
Old Pueblo Community
Services
2323 S Park Avenue
Tucson, AZ 85713

Email Resume/Application to:
hr@helptucson.org



Employment References, drug screen and background check are conducted pre-employment.

- Develop and implement strategies to enhance employee engagement, satisfaction, and well-being.
- Drive initiatives that promote a positive workplace culture and a sense of belonging.
- Promote diversity, equity, and inclusion throughout the organization.

4. Data and Analytics:

- Utilize HR metrics and analytics to drive data-informed decisions and measure the effectiveness of HR programs and initiatives.
- Prepare and present reports on HR performance, trends, and strategic outcomes to the executive team and Board of Directors.

5. Diversity/Equity/Inclusion/Access (IDEA):

- Promote diversity, equity, and inclusion throughout the organization.
- Act as executive sponsor for OPCS's IDEA committee
- Work with committee to develop strategies to promote diversity, equity, and inclusion and access within the organization; ensure key metrics are tracked.

6. Corporate Social Responsibility (CSR):

- Work with the Executive Team to drive CSR initiatives that align with the company's values, engage staff, and contribute positively to the community.

Preferred Qualifications:

- Advanced degree in Human Resources, Business Administration, Psychology, or a related field.
- HR certification (e.g., SHRM-SCP, SPHR).
- Leadership experience in non-profit organizations related to the resolution of homelessness, behavioral health services, or related field.

Minimum Qualifications:

- Education: Bachelor's degree in human resources, Business Administration, Psychology, or a related field.
- Experience: Minimum of 5 years of progressive HR experience, including at least 3 years in a senior leadership role.
- Proficiency in HR systems and data analytics tools.