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## Director of People Operations

### About the Legal Aid Justice Center

The Legal Aid Justice Center is a nationally recognized, non-profit organization that partners with communities and clients to achieve justice by dismantling the systems that create and perpetuate poverty. Justice means racial justice, economic justice, and social justice.

Founded in 1967, LAJC provides services in four program areas: Civil Rights & Racial Justice, Economic Justice, JustChildren, and Immigrant Advocacy. LAJC boldly tackles issues of systemic injustice and aims to raise public and policymaker awareness of some of the most pressing challenges facing low-income Virginia residents. For more information, visit [www.justice4all.org](http://www.justice4all.org).

From offices in Charlottesville, Richmond, Petersburg, and Falls Church, LAJC fiercely advocates for low-income clients and communities in Central and Northern Virginia, and its work broadly impacts the entire state. Just in the past 18 months, our team of advocates won a class-wide injunction ordering healthcare reforms in a women's prison, secured a national settlement providing new avenues for relief to over 400 traumatized asylum-seekers whose children were taken from them at the border, worked successfully in partnership with community leaders to demand police accountability, launched a statewide school funding campaign, and won major legislative reforms providing relief to nearly a million people who lost their driver's licenses due to unpaid court debt.

### About the Opportunity

The Director of People Operations will optimize people-centered activities across the organization, such as hiring and onboarding, change management, performance management, internal communications, and board relations. This position will also work with the organization to develop a well-defined organizational culture that reflects our commitment to racial justice and is welcoming, energizing, and empowering to employees of all identities, communities, and experiences. The position will also provide some administrative support to the Executive Director, such as managing her calendar and helping to staff board, board committee, and leadership team meetings.

Why People Operations? While other organizations call it "human resources," we fundamentally don't believe people are "resources," and we cannot accomplish our mission without recognizing our employees, board members, and job candidates as people first and making sure everyone on our team feels valued and significant.

### Duties

The Director of People Operations will be expected to:

- Work with LAJC's Leadership Team to support a people-centered workplace culture that is welcoming, energizing, and empowering to employees of all identities, communities, and experiences
- Design and oversee a system that supports employees throughout an inclusive and equitable employee life-cycle, from hiring and onboarding to offboarding and other transitions

- Collaborate with the Director of Professional Development to identify training and professional development needs, and support the Internal Change Team and Race Equity Coordinators to assess our progress on race equity and make changes where necessary
- Design an effective internal communications system that encourages feedback
- Build effective, positive relationships across LAJC's offices and programs and respond to employee requests, questions, concerns, and suggestions
- Work with the Executive Director to support and manage activities related to the Board of Directors, including arranging logistics for Board and committee meetings, preparing the agenda and minutes, supporting new Board members during the onboarding process, and making sure all Board members have the resources they need to effectively participate and perform their Board function
- Provide support and technical assistance to all managers in managing their teams with an inclusion and equity perspective, and increasing their effectiveness
- Provide administrative support to the Executive Director, including managing her calendar, occasionally taking notes, and helping prepare for upcoming meetings

### Required Qualifications

- HR experience, including familiarity with employee relations, internal communications, and Diversity, Equity, and Inclusion (DEI) principles
- Strengths in organization, time management, and demonstrating initiative
- Ability to work and communicate effectively across lines of identity and difference
- Ability to work effectively both independently and collaboratively
- Strong oral and written communication skills
- Alignment with LAJC's mission of partnering with and advocating in low-wealth communities and communities of color
- Proficiency in Microsoft Office applications, including Word, Outlook, Excel and PowerPoint
- Willingness to travel to each of our offices in Richmond, Petersburg, and Falls Church

### Preferred Qualifications

- Minimum 3 years experience working in an HR Generalist field or equivalent
- Familiarity with employment law
- Prior experience (work or lived) using an explicit race equity lens
- Exposure to the legal field or working with lawyers
- Exposure to organizing and advocacy, or working with organizers

### Location

Charlottesville, Virginia

### Salary

Salary range is \$55,000 to \$75,000 based on experience and LAJC's salary scale.

### Benefits

- Generous leave
- Excellent family health, dental and vision insurance
- 403(b) retirement plan
- Personal professional development budget

### Application Instructions

Email a cover letter, resume, three references, and a short writing sample to Angela Ciolfi, Executive Director, at [hire@justice4all.org](mailto:hire@justice4all.org). The cover letter should highlight any experience (lived or worked) managing people operations in a racial or social justice setting and/or specialized skills, such as data analysis, technology skills, or language fluency.

Applications will start being reviewed immediately and on a rolling basis with an expectation that an offer will be made by May 1, 2020. Questions? Contact Angela Ciolfi at [hire@justice4all.org](mailto:hire@justice4all.org).

*The Legal Aid Justice Center is an equal opportunity employer, committed to inclusive hiring and dedicated to diversity in our work and staff. We strongly encourage candidates of all identities, experiences, and communities to apply. The Legal Aid Justice Center is committed to strengthening the voices of our low-income clients, working in collaboration with community partners, and rooting out the inequities that keep people in poverty. We strive to take on the issues that have broad impact on our client communities and to be responsive to client input. Recognizing the particular impact of racism on our clients and staff, we devote special attention to dismantling racial injustice. All applicants must be dedicated to working in and sustaining an environment that enables staff and clients to feel empowered, valued, respected, and safe. In reviewing applications, we look for evidence that applicants have experience and/or thoughtfulness in working with traditionally marginalized populations.*