

Good Reason Houston Chief of Staff

Type: Full Time

Min. Experience: Experienced

ABOUT THE ROLE

Good Reason Houston is seeking a committed, mission-driven and strategic Chief of Staff to support Good Reason Houston's internal priorities, operations, and special projects. This person will work closely with the CEO to ensure a high-performance culture that is grounded in diversity, equity and inclusiveness and driven by Good Reason Houston's core values. This person will be leading the organization-wide work around DEI, ensuring its incorporation across all policies, functions and priorities. This position sits on the leadership team and will be uniquely positioned to have a broad impact at Good Reason Houston.

RESPONSIBILITIES

Special Projects

- Lead critical and timely annual or quarterly projects to drive Good Reason Houston's strategy as directed by CEO, up to 30% of overall work
- Manages Executive Assistant to the CEO and shares management responsibilities for the Finance and Operations Associate (in partnership with the Finance Director)

Hiring / HR / Team Culture

- Codify hiring processes and practices
- Refine and manage onboarding processes
- Manage payroll, medical and dental benefits, 401K, timesheets and other HR / administrative processes through Insperity
- Refine organizational / HR (e.g., employee handbook) policies as required
- Refine systems to cultivate team culture (e.g., staff appreciation, celebrations – birthdays, years of service, etc.)

Team Effectiveness

- Coordinate and run weekly leadership team meetings
- Plan and lead regular staff meetings (e.g., monthly progress to goal meetings, standing team meetings, etc.)
- Plan monthly retreats
- Support leadership team

Performance Management

- Develop and manage organizational professional development scope and sequence
- Oversee performance management systems including annual goal setting, mid-year reviews and year-end reviews
- Plan / coordinate professional development content for monthly staff retreats

Diversity, Equity, and Inclusion Practice Development

- Support leadership team in development of DEI philosophy and related processes
- Work across teams ensure DEI lens is integrated into every aspect of Good Reason Houston's policies, practices, and programmatic work

Office Operations

- Manage key staff to ensure smooth in-office operations
- Lead and organize Good Reason Houston's upcoming office relocation

- Refine office policy and norms as required

QUALIFICATIONS

Requirements

- Bachelor's Degree required, advanced degree highly preferred
- 7-9 years of professional, relevant experience
- Demonstrated commitment to mission-driven work
- Record of results in HR administration and internal operations or passion and interest in developing a record of results in this arena

Relevant Skills

- Expertise setting vision and direction of key internal functions
- Creative problem solving
- Executing strong judgment and decision making
- Developing and building teams
- Guidance, direction, and motivation of teammates
- Oral and written comprehension and expression
- Monitoring and performance assessment
- Problem sensitivity and solution focus
- Data analysis and inference
- Education policy experience preferred, but not required

Please apply online at <https://goodreasonhouston.org/careers/>