



**Program Associate**  
**Human Resources & Organizational Culture (HROC)**  
**Nexus Community Partners**  
**In partnership with Public Allies Twin Cities**



Nexus Community Partners is a community-building intermediary whose mission is to build more engaged and powerful communities of color by supporting community-building initiatives and fostering social and human capital.

Public Allies Twin Cities is a social justice organization committed to changing the face and practice of leadership by recruiting and training talented young leaders, with a passion for social impact, to create meaningful change in our community. Our Allies are diverse, equity-centered, innovative problem solvers, dedicated to mobilizing community assets to develop solutions to local challenges. In partnership with nonprofit partners, we deliver our nationally recognized, values-driven, results-led apprenticeship to advance our mission to create a just and equitable society and the diverse leadership to sustain it.

### **Position Description**

Nexus is seeking an HROC Associate to support the Manager in fostering a more collaborative and inclusive culture at Nexus Community Partners, a workplace with people who have diverse backgrounds, viewpoints and experiences. This position will focus on 1) staff engagement, 2) the research, staff trainings related to leadership development and transformative justice, and 3) the research and documentation of staff policies and practices that are reflective of Nexus' organizational culture. The Associate will be a collaborative thought partner and key leader in helping to strengthen Nexus' internal capacity to engage, support, and train staff so they are best equipped to advance equity in BIPOC communities; they will facilitate staff engagement, develop and conduct staff trainings, and create systems of organization that increase the efficacy of Nexus' internal HR operations. The HROC Associate will report to the HROC Manager, Chalonne Wilson.

### **Position Functions and Responsibilities**

#### ***Research, Evaluation, & Documentation (40%)***

- **Support the surveying and engagement of staff to evaluate and inform** internal policymaking and practices related to human resources (HR)
- **Observe, investigate, and document HROC-related internal activities, processes, practices, and research** of the Transformative Justice and HROC Action Teams and share them with staff
- **Create an accessible and organized information system** to increase staff accessibility to critical HROC information
- **Co-design Nexus' employee handbook** to ensure it reflects the organizational culture, policies, and procedures

#### ***Staff Learning & Development (35%)***

- **Co-create and co-facilitate virtual content for staff development and learning opportunities** such as Restorative & Transformative Justice trainings and other HR topics (e.g. conflict management, cross-identity supervision, or other topics as determined by staff)
- **Plan and coordinate logistics** for staff learning and development opportunities
- **Participate in the development and delivery of announcements and informational presentations** at weekly all-staff meetings, committee meetings and all-staff workshops, etc.

### **Outreach and Engagement (25%)**

- **Actively build connections with staff and other relevant partners** that will enhance the HROC and Transformative Justice building work across the organization
- **Co-create people-centered, engagement opportunities** that help all staff members experience the benefits of inclusion for themselves, their colleagues, and the organization
- **Coordinate and participate in the Transformative Justice and HROC Action Team** to help shape direction, strategy and implementation of committee activities at Nexus.
- **Develop community awareness of Nexus** and be a positive, dynamic presence for Nexus.

### **Desired Knowledge and Skills:**

- Understands and embraces efforts that promote racial, social and economic equity and asset-based community change, including knowledge of the role of culture and history in community.
- High level of personal and professional integrity, including ability to protect and maintain confidentiality; ability to establish and maintain trust readily with a diverse set of staff.
- Very detail-oriented and analytical with demonstrated ability to manage multiple projects and deadlines.
- Highly organized and dependable.
- Ability to communicate directly and effectively based on the audience.
- Ability to think critically and ask questions that will enhance the work.
- Naturally curious, investigative, and motivated to learn new information.
- Demonstrated understanding of or experience with authentic engagement.
- Function effectively as a leader and problem solver in order to meet the goals and objectives of the position.
- Collaborative nature and high capacity to work cross-culturally to achieve understanding and results.
- Ability to self-motivate and self-direct; organize their own work, set priorities and meet critical deadlines.
- Experience with, or desire to learn, designing and developing high quality, interactive trainings and presentations.
- Experience with, or desire to learn, the art and practice of facilitation to build interactive spaces with culturally diverse groups.
- Knowledge and/or experience with quantitative and qualitative data collection methods and tools (e.g. Survey Monkey)
- Knowledge of and/or experience working with online meeting/learning medium such as Zoom, Microsoft Teams, GoToMeetings, Google Jamboards, Mural, Blackboard, etc.
- Proficient computer skills including Microsoft Office programs (Excel, Word, and PowerPoint).
- Design skills are a plus, though not a requirement.
- Access to remote workspace during COVID (Nexus will provide laptop and office supplies. Physical workspace can be provided if needed. All Nexus staff are working remotely during COVID).

### **Compensation and Benefits**

**This is a 10-month Public Allies Twin Cities commitment: September 2020 – June 2021.**

**The ideal candidate will attend Public Allies Twin Cities Core Training the week of September 9-11, 2020, and will begin their first day of placement at Nexus Community Partners on September 14, 2020.**

Public Allies receive a \$1500 monthly stipend, and are provided with health coverage including childcare benefits, if eligible, by Public Allies Twin Cities. Public Allies also receive over 300 hours of rigorous training in nonprofit mechanics and values-based leadership.

Nexus provides a \$750 monthly housing stipend, a \$500 annual wellness benefit as well as \$70 monthly cell phone and \$50 monthly gym membership stipend.

NEXUS IS AN EQUAL OPPORTUNITY EMPLOYER  
Qualified Black, Indigenous, People of Color (BIPOC) and LGBTQIA+ candidates  
are strongly encouraged to apply.

**Qualified candidates should apply through the Public Allies Twin Cities portal <http://apply.publicallies.org/> by Wednesday August 5, 2020:**

**Questions about Public Allies Twin Cities: contact Latosha Cox at [latoshac@pillsburyunited.org](mailto:latoshac@pillsburyunited.org)**

**Questions about the position or Nexus should be directed to:**

[HR@nexuscp.org](mailto:HR@nexuscp.org)  
Nexus Community Partners  
2314 University Ave W, Suite 18  
Saint Paul, MN 55114