

LaunchCode:

Director - People Operations

LaunchCode

LaunchCode is a non-profit solving the tech talent gap and paving new pathways to economic opportunity through education, apprenticeships and job placement in technology. We're seeking a hyper-motivated Director to initiate, perform and lead People Operations duties across the organization.

Are you committed to the values of diversity, inclusion, and development of staff, and have experience building those efforts? Have a meticulous eye for detail plus skill creating, implementing and overseeing HR policy and procedure? A drive to continually improve processes? Does the thought of transforming the tech hiring landscape sing to your soul? Then you, my friend, should come work here.

The Director of People Operations manages LaunchCode human resources to best meet our mission of creating and deploying a skilled tech workforce. The job is fast-paced and multi-faceted and includes managing another full-time employee. LaunchCode's annual budget is approximately \$10M; staff totals about 43 internal and 100 outsourced employees for whom LaunchCode is the employer of record.

This is a full time, permanent position based at our LaunchCode Mentor Center on Delmar Blvd. in St. Louis.

People Operations Responsibilities

- **Ensure equity:** through hiring practices, structured salary reviews, implementation of organization-wide anti-bias / anti-racism programming, personal resolution of classroom or workplace issues, etc.
- **Strengthen culture:** continually seek ways to reinforce LaunchCode values, via structured events such as staff retreats, plus continual activities and

reinforcements

- **Drive talent:** LaunchCode is full of scary-smart people. The Director is responsible for recruiting, hiring & onboarding staff, plus initiatives to evaluate & develop staff skills and professional experiences.
- **Benefits management:** including open enrollment, review, and update of benefit policies, and resolving employee issues as they arise
- **Deal with the detail:** such as registering to conduct business and hire staff in new locations to keep up with LC expansion, sponsoring immigration visas for a small number of employees, updating all HR policy at least annually, participating in payroll processing, conducting intern program, compliance with all applicable employment laws, preparing contractor agreements, ensuring background checks are conducted as required, continually improving vendor & internal systems and processes, etc.

Facility Responsibilities

- **Mentor Center:** ensure LaunchCode's St. Louis facility is properly equipped, maintained, & secured, and is welcoming for guests, students and staff

You're perfect for this role if you:

- Are an energetic extrovert who lights up at the opportunity to drive initiatives and engage colleagues in shaping their workplace
- Have 5+ years experience in a combination of People Operations or human resources roles
- Yearn to maintain and build a diverse, brilliant, inclusive and nimble staff, and have creative ideas to do it
- Love detail, procedures, documentation, math, and have the organizational skills to multi-task
- Possess the empathy & social acuity to deftly navigate difficult and confidential personnel issues
- Have managed teams with demonstrated outcomes, plus have experience as a key member of a strong leadership team
- Demonstrate a passion for the LaunchCode mission and want to change the world by opening doors to tech careers for those cut off from those opportunities traditionally

Our Bonus Skills Wishlist

- Experience having taken part in building and maintaining a spectacular workplace culture at a company or institution regularly recognized as a “great place to work”
- Experience working with a nonprofit board of directors

To Apply

Apply online at <https://launchcode.aaimtrack.com/jobs/>. No phone calls please, we’re busy kicking butt and taking names (and tech jobs). Applications will be accepted on a rolling basis until the position is filled. We highly recommend applying as early as possible for the best chance of moving forward.

We Heart Diversity

LaunchCode supports and fosters leadership from underrepresented communities. We strongly encourage folks from immigrant communities and communities of color, as well as those who identify as women, LGBTQ or under-resourced to apply. LaunchCode is an Equal Employment Opportunity Employer. Program and employment policies of LaunchCode are nondiscriminatory in regard to race, color, gender, religion, age, national origin, disability, veteran status or sexual orientation.