LaunchCode:
Director of People Operations

LaunchCode

LaunchCode is a non-profit solving the tech talent gap and paving new pathways to economic opportunity through apprenticeships and job placement in technology. Since 2013, we've launched over 2,200 careers across the nation and have provided free, skills-based training to over 6,700 driven individuals. Check out our most recent impact report [here](#).

Director of People Operations

We're looking for a self-motivated Director of People Operations to help us expand tech greatness in the St Louis area. (Regular, in-person attendance is generally required. Full-time staff can expect to work from home through the pandemic.) The position manages LaunchCode human resources to best meet our mission of creating and deploying a skilled tech workforce. Responsibilities include ensuring equity, strengthening culture, driving talent, and managing benefits.

Responsibilities

HR ADMINISTRATION (30%)

- Administers payroll, in partnership with the Finance team, including monitoring and scheduling individual pay actions, and recommending, planning, and implementing pay structure revisions
- Administers employee benefits and maintains records of benefits plan participation
- Maintains records of personnel transactions such as background checks, hires, promotions, performance reviews, and terminations
- Resolves employee and labor relations conflicts as they arise, and works with legal counsel as necessary
- Prepares and enforces contractor agreements
- Supervises People Operations Manager and Facility Manager

STAFF AND TALENT DEVELOPMENT (25%)

- Oversees staff and intern development through recruitment and onboarding

of new staff, and updating job requirements
- Maintains professional development resources and implements initiatives to evaluate and develop staff skills and professional experiences
- Manages bi-annual staff retreats, including venue, agenda, and logistics
- Distributes bi-annual employee survey and analyzes results to identify priorities

DIVERSITY, EQUITY, AND INCLUSION (15%)

- Ensures equity through hiring practices, structured salary reviews, implementation of organization-wide anti-bias / anti-racism programming, personal resolution of classroom or workplace issues, etc.
- Strengthens culture by continually seeking ways to reinforce LaunchCode values and organizing activities

COMPLIANCE (15%)

- Writes, updates, and implements staff policies, e.g., employee handbook, apprentice agreements, and immigration sponsorship
- Ensures compliance with organization's People Operations policies, procedures, and requirements
- Identifies legal requirements and government reporting regulations affecting human resources functions and ensures policies, procedures, and reporting are in compliance
- Maintains organizational insurance policies, such as liability insurance and workers' compensation
- Oversees safety preparedness protocol, including work-from-home guidelines

FACILITY (15%)

- Works with Facility Manager to ensure the Mentor Center transition (while under renovation from ~Jan-Sept 2020) runs smoothly and staff needs are met upon return to the new facility
- Continually improves vendor & internal systems and processes, etc.

Qualifications

- Commitment to the values of diversity, inclusion, and development of staff, and have experience building those efforts
- Meticulous eye for detail plus skill creating, implementing and overseeing HR policy and procedure
- 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"
- 2-3 years' experience in People Operations

What it's like to work at LaunchCode

Are you a person who's always listening for connections? Got an earnest drive to open doors to opportunity for others and make an impact on their lives? If so, then you've come to the right place.

You're part of changing the tech landscape and changing lives - Traditionally, tech education hasn't been widely accessible to many demographics and populations. Of LaunchCode students enrolled in courses in 2020, 50% identify as people of color and 56% identify as women. 69% come from low-to-moderate income households. After being placed in a permanent position, the average LaunchCoder more than doubles their previous salary.

You'll be part of a company that values diversity, equity, and inclusion among our staff, students, and board - In 2019, the St Louis Women's Foundation named LaunchCode as an honoree in its employment scorecard initiative for demonstrating a strong commitment to women in the workplace. Forbes also named us one of 2020's best startup employers in the U.S. But beyond the external recognition, we believe deeply in Black Lives Matter, celebrating Pride all year round, and uplifting women in tech.

You'll be immersed in a culture based on shared values - We love to laugh, compete for the best GIF game on Slack, and show off our pets. We also share these values: collaboration, trust, appreciation, and being kind.

Position Type

Full-time — 40 hours/week

All full-time roles at LaunchCode come with:

- **Competitive salary** - This will be a salaried position in the range of $70,000-75,000.
- **Benefits** - We offer competitive healthcare (including access to an HSA), dental, and vision plans, with employer premium contributions, and an optional life insurance plan. We also offer an employer match to a 401(k) plan and immediate vesting.

- **Personal Time Off** - All full-time employees get 20 Personal Time Off days per calendar year, and 10 company holidays.
- **Remote work** - We recognize that the best work environment differs from person to person, and offer remote work options.
- **Flexible hours** - Everyone has different schedules and responsibilities. We encourage you to be "online" when you work best, as long as you are available for team meetings and can communicate effectively with your coworkers.
- **Laptop and phone reimbursement** - LaunchCode provides a monthly phone stipend for full-time employees, and a laptop reimbursement of at least $1000 for all new employees.
- **Professional development** - We offer ample internal and external opportunities for each employee's continued career growth, including a professional development stipend.
- **Paid family leave** - Employees who have been with LaunchCode for at least 6 months are eligible for a family leave plan of up to 3 weeks paid and 3 weeks unpaid. Employees who have been with LaunchCode for at least 1 year are eligible for a family leave plan of up to 6 weeks paid and 6 weeks unpaid. Family leave is offered to all eligible employees, regardless of gender.

To Apply

Apply online by filling out the form above. No phone calls, please. References should be available upon request. 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. The employment eligibility of all new hires will be verified using E-Verify.

If we can make any accommodations for you at any point during the hiring process (applying online, interviewing, on-boarding), please contact hr@launchcode.org. We are happy to provide any information or resources that will make this process accessible.

We Heart Diversity

Thanks for reading this far! 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.