

MATRICULATE

Manager, People Operations
New York, NY (Hybrid)

Position:	Manager, People Operations
About Matriculate:	<p>Matriculate is a national nonprofit working to ensure the nation's talented, diverse students from low-income backgrounds have the opportunity to attend college and thrive, and our mission is to empower high-achieving high school students from low-income backgrounds to make the leap to our nation's top colleges and universities. As such, Matriculate is committed to partnering with communities of staff, high school students, and undergraduate Advising Fellows to foster a diverse, equitable, and inclusive organization. We seek to build a team that is active in contributing to advancing and sustaining a culture in which all lived experiences are welcome. As an organization committed to diversity, equity, and inclusion in theory and action, our vision is that one day all students in America will have access to and be effectively supported at a variety of colleges and universities—regardless of their race, income, or background—which will give them a unique opportunity to change the trajectory of their lives and the lives of their families.</p> <p>Matriculate is working to build an America in which all students have a fair shot at attending and succeeding at their college and/or university of choice—including institutions in which have long been reserved primarily for individuals from an affluent background. To do so, we empower teams of undergraduates to provide free virtual college advising to high-achieving high school juniors and s from low-income backgrounds. Equipped with more than 50 hours of training, undergraduate Advising Fellows provide the information, guidance, and support that these high school students need to apply to, gain admission at, and excel in the best institutions. Matriculate is working to build an America in which all talented students have a fair shot at top colleges and universities long reserved primarily for the elite.</p> <p>Matriculate is committed to creating a diverse organization and fostering an equitable and inclusive culture. We believe in the power of team, people-centered approaches, equity-centered philosophies and practices, and a dedication to meaningful, lasting impact. With this in mind, we strive to be a place in which individuals can engage in meaningful work, contribute to the mission, collaborate with colleagues and stakeholders, and also experience a culture in which there is room to reflect and grow, refine practices, contribute and collaborate, deliver outcomes and have the spaciousness needed to rejuvenate to be your best self.</p> <p>Matriculate is a founding partner of Bloomberg Philanthropies college access and success initiative called CollegePoint, which aims to help as many as 65,000 students to apply to, enroll in, and graduate from the best colleges and universities.</p>

<p>Position Overview:</p>	<p>The People Operations role supports all areas of Matriculate’s human resource functions, including, but not limited to, recruiting, employee onboarding, policies and procedures, staff core compliance training, salary budget development, and compensation analysis. The position reports to the Managing Director, Business Administration and works collaboratively across the organization to support all staff in HR functions. This is a full-time position with a competitive salary and benefits package.</p>
<p>Position Responsibilities:</p>	<ul style="list-style-type: none"> ● Design and innovate HR practices related to employee life cycle: hiring, onboarding, offboarding, data analytics, compensation practices and performance review processes. Ensure that approaches are inclusive and reflect industry best practices and Matriculate’s core values and employer brand. ● Lead consistent and clear communication to keep our employees abreast of programs and initiatives. ● Develop, review, and revise HR policies, procedures, and manuals to reflect the current organizational structure and needs ● Manage human resources records ensuring compliance with legal and auditing requirements. ● Develop creative, robust short- and long-term strategies and identify resources for employee recognition and retention. ● Cultivate and maintain a positive organizational culture through staff recognition and coordinating team celebrations and activities. ● Support benefits and leave in collaboration with the Managing Director Business Administration and the organization’s PEO. ● Support the payroll process and serve as a back-up for Accounts Payable process. ● Manage the organization-wide internship program in partnership with supervisors.
<p>Candidate Qualifications:</p>	<ul style="list-style-type: none"> ● Bachelor's degree in Human Resource Management or related field. ● Two to three years of experience working as a generalist in HR is preferred with SHRM certification. ● Forward-thinking mindset and experience designing industry-leading, best practice HR processes with knowledge of employment-related laws, recruiting and benefits administration. ● High degree of personal initiative and capacity to balance the demands of day-to-day work with the need to drive long-term projects. ● Strong interpersonal and communication skills necessary to build relationships and collaborate in a diverse and dynamic team environment. ● Excellent judgment and impeccable integrity.
<p>Location:</p>	<p>We have a flexible, hybrid model for NYC-based staff.</p>

Compensation:	Salary range of \$66,300 to \$76,245, commensurate with experience. This is accompanied by a comprehensive benefits package that includes health, vision, and dental plans; 10 paid holidays and December 25th through January 1st; generous PTO; a flexible work schedule and remote work opportunities; professional development and personal growth opportunities; etc.
To Apply:	<p>Submit an email with the following details and attachments to careers@matriculate.org.</p> <ul style="list-style-type: none">• Update the subject line to: "Manager, People Operations – [your name]"• Attach PDF versions of your cover letter and resume <p>Applications that are not submitted in accordance with these instructions or are missing documents will be deemed incomplete and will not be considered. All applications will be reviewed on a rolling basis until the role is filled.</p> <p><i>We are committed to creating a diverse environment and are proud to be an equal opportunity employer. We are committed to maximizing the diversity of our organization.</i></p> <p><i>All qualified applicants are encouraged to apply.</i></p>