

Allied Media Projects is seeking a People and Culture Manager!

Background

Allied Media Projects (AMP) has been cultivating media for liberation for over twenty years. Rooted in Detroit and connected globally, AMP supports a network of media makers, artists, educators, and technologists working for social justice. Through fiscal sponsorship, AMP envisions and attempts to model a world where we cultivate care and joy, dismantle harmful systems, and assume responsibility for creating new and liberatory ways of being. AMP's Sponsored Projects Program provides fiscal sponsorship, training and capacity building to people and projects aligned with AMP's [mission](#).

To learn about AMP, check out the following links:

- [Profiles of our Sponsored Projects](#)
- [Facebook](#)
- [Twitter](#)
- [Instagram](#)

Role Overview

The role of the People and Culture Manager is to assist the Director of People and Culture and the People and Culture department in ensuring that AMP and its network of sponsored projects have the multi-talented humans needed to grow and evolve our work and that these humans are well cared for.

Responsibilities

General Manager Responsibilities

- Address elevated concerns and daily HR correspondence, providing best practice support in areas such as benefits, talent development, leave administration, and more.
- Lead and champion various HR-related projects and activities, serving as a key thought partner and collaborating across functions to implement key HR functions.
- Host 'AMP Chat with HR' open office hours, ensuring timely escalation of requests and issues as necessary.
- Pave the way for innovative approaches and procedures for a more efficient HR infrastructure.
- Spearhead training/onboarding of new employees in the People and Culture Department.
- Fulfill other related responsibilities as necessary.

Team Management

- Cultivate a positive, supportive, and values-aligned team culture.
- Champion professional development initiatives for the People and Culture team, ensuring adherence to the AMP Employee Handbook
- Lead team building, program visioning, planning, and learning/training activities.
- Develop and facilitate advanced resources for team development, including team member orientations.
- Assess, refine, and implement improved team structures in collaboration with leadership.
- Review and approve time off and payment requests for team members.
- Delegate team responsibilities in response to team member leave requests, as needed.

Project Management

- Lead audits of the relationship between People and Culture and projects, strategically identifying needs and goals.
- Evaluate the effectiveness and efficiency of current HR systems and expertly implement new systems in collaboration with the People and Culture Department, ED, and AMP staff.

Employee Relations

- Assist in the physical and digital onboarding and offboarding processes for all staff.
- Provide critical support to the Coordinator in internal recruiting processes, leveraging expertise and experience.
- Research and implement a system for personnel file management.
- Lead the creation of a database of resources for well-being.
- Assist the Coordinator with periodic staff evaluation processes.
- Manage staff concerns or grievances at a strategic level, coordinating resolutions and third-party mediation when necessary.
- Expertly oversee employee leave planning and tracking, including approval of time off requests and coordination of long-term leaves.
 - Approve time off requests for project leaders.
 - Coordinate long-term leave plans (parental, medical, and disability).
 - Ensure thorough offboarding processes and assist in severance negotiations.
- Maintain accurate and organized records of staff concerns and attempts at resolution.
- Collaborate with leadership on the development of organizational wellness programs.

Support to Sponsored Projects

- Strategically recommend consultants for organizational development support, providing high-level insights.
- Field complex questions/requests from Network Liaisons, utilizing advanced knowledge.

Recruitment

- Lead the development and implementation of recruitment strategies alongside HRC.
- Assist talent acquisition process which may include sourcing diverse candidates; leading interviewing processes; developing offers; and maintaining status reports with the coordinator.

Payroll and Benefits Administration

- Lead the Open Enrollment process at the strategic level, including communication with brokers and employees.

- Correspond with employees to understand and access the full benefits package, resolving complex issues in collaboration with finance.

Organizational Culture

- Adhere to AMP Working Agreements.
- Participate in AMP staff meetings and in-person retreats.
- Actively participating in virtual meetings with the team.

Qualifications

Need to have...

- Bachelor's Degree in Human Resources, Business Administration, or related field.
- 5-8 years' of experience in a Human Resources function with a proven track record to take the initiative to learn and show resourcefulness to find answers on their own.
- Demonstrated knowledge and/or experience of federal and state employment laws and other government compliance regulations.
- Experience in Talent Management, Training and Development, Organizational Development, Total Rewards, Compliance, and Policy Assessment and Development.
- Exhibit an advanced ability to analyze data, identify issues, and make recommendations without bias.
- Ability to navigate the management of staff across the United States in a hybrid office and telework environment at a senior level.
- Remote work experience as a productive, effective communicator, and ability to meet deadlines with minimal supervision.
- Strong communications, organizational, interpersonal, collaboration, teamwork skills.
- Strong work ethic, commitment, initiative, dedication, and eagerness for continuous learning and value addition to the People and Culture Team.
- Most work will be done remotely but employees must have the ability to travel to the Detroit, Michigan location, as needed.
- Proficiency in Microsoft Office, as well as HR-related systems, such as ADP.

Nice to have . . .

- Master's Degree in Human Resources, Business Administration, or related field.
- Previous experience in a non-profit and/or agency.
- PHR /SPHR or SHRM certification.

Job Details and How to Apply

This role's salary range is \$65,000- \$70,000 and includes a competitive benefits package including employer-sponsored Medical, Vision, Dental, FSA, and retirement matching. The worksite will be 4731 Grand River Suite 400, Detroit, MI and the hours of work will be Monday-Thursday, 10am-6pm. This role will operate in a hybrid environment, with staff on-site 1-2 days per week. However, we are open to considering a remote work arrangement for the right candidate.

The anticipated start date for this role is **February 15, 2024, or as soon as possible.**

To apply:

Please send the following to work@alliedmedia.org with the subject line **“Last Name, First Initial - AMP People and Culture Manager”**

- Cover Letter
 - Please include an answer to the question: “What does being solution-oriented mean to you?”
- A resume/CV

All completed applications received by **February 10th** will be considered or until a qualified candidate is selected.

Allied Media Projects is an Equal Opportunity Employer and does not discriminate on the basis of race, creed, color, gender, gender identity, gender expression, age, ethnicity, national origin, immigration status, sexual orientation, religion, HIV serostatus, disability, height, weight, veteran status or marital status.