



JOB TITLE:	Sr. Equity Inclusion People & Culture Strategist
EXPERIENCE:	Mid-Career
REPORTS TO:	Chief of Staff
DEPARTMENT:	Administration
FLSA STATUS:	Exempt
LOCATION:	Columbus, OH
DATE:	February 2026

POSITION SUMMARY

The ACLU of Ohio's Senior Equity, Inclusion, People & Culture Strategist has two primary areas of focus. Internally, the task is holding this historic civil liberties and civil rights organization accountable to its lofty stated Strategic Plan goals of centering Equity, Diversity, Inclusion and Belonging (EDIB) in all aspects and at every level of the affiliate – hiring, onboarding, discipline, compensation, programing, policy, communication, and a diversified donor base. Externally, the Sr. EPIC Strategist is the public EDIB face of the affiliate – community engagement and education on EDIB principles, persuasion and agitation of for-profit/non-profit entities to adopt, implement, and sustain office/organizational cultures that center, highlight, and elevate EDIB.

SALARY/COMPENSATION

Annual Salary: \$70,091. Salary is non-negotiable.

Compensation: Total compensation package includes generous health insurance benefits (including dental, vision, and hearing); four (4) weeks of paid time off, accrued at approximately thirteen (13) hours per month; and fourteen (14) paid federal holidays. All ACLU of Ohio employees are required to work and be permanent full-time residents in the State of Ohio for the duration of employment with the organization.

RESPONSIBILITIES

Ensure the ACLU of Ohio is an equitable, inclusive place to work, is representative of the diverse communities the organization serves, and retains a high-performing staff.

- Oversee employee EDIB engagement, using tools such as staff surveys, focus groups, ad hoc committees, employee resource groups, mentor and sponsorship programs at all-staff conversations, to foster participation, communications and understanding across departments and all levels of staff.
- Develop a year-round recruiting program that results in a diverse pool of candidates for all job openings.
- Serve as the primary liaison between Executive Director and Chief of Staff, in all personnel matters, including, but not limited to, search processes, onboarding, staff development, retention, and supervision.
- Write employment memos on new employee hires.
- Update and monitor the employee pay-scale classifications system and benefits offerings to support employee retention and advance equity, in accordance with appropriate local non-profit and ACLU norms and standards.
- Assist Executive Director and Chief of Staff, as needed, to ensure compliance with all laws and regulations associated with diversity, equity and inclusion and to maintain a workplace free from discrimination and harassment.

Foster relationships with external constituencies to advance the ACLU of Ohio's EDIB goals.

- Design and lead strategies to enhance the organization's proximity to diverse communities, including the impacted communities the ACLU of Ohio serves.

- Seek out opportunities to partner with racial justice and other social justice organizations, collaborating to advance shared programmatic goals.
- Develop and implement strategies to tap into diverse communities to advise on programmatic efforts to carry out our mission equitably and inclusively, ensuring the work is free from bias.
- Leverage community relationships to help build diverse pools of candidates for job openings.

Provide leadership and guidance for all People & Culture operations

- Oversee the daily workflow of PC operations.
- Provides supervisors/hiring managers support in conducting constructive and timely performance evaluations and creating professional development plans for their staff.
- Assist, in consultation with Executive Director and Chief of Staff, discipline and termination of employees in accordance with organization policy.
- Collaborate with Executive and Leadership Teams to define the organization's long-term mission and goals; identify ways to support this mission through recruitment, hiring, and retention of talent.
- Identify key performance indicators for the organization's people and culture and talent management functions; assesses the organization's success and market competitiveness based on these metrics.
- Research, develop, and implement competitive compensation, benefits, performance appraisal, and employee incentive programs.
- Assists with resolution of people and culture, compensation, and benefits questions, concerns, and issues.
- Ensure all PC policies and practices comply with applicable laws and are reviewed and updated regularly.
- Participate in professional development and networking conferences and events.
- Serves as EDIB/People and Culture staff liaison to board of directors
- Perform other duties as needed.

MINIMUM QUALIFICATIONS

- Minimum of five (5) years of experience in People & Culture and Diversity, Equity, & Inclusion management practices and procedures.
- Bachelor's degree in Human Resources, Business Administration, Equity and Inclusion, or related field required.
- Demonstrated understanding of the intersectionality of civil liberties, civil rights, and racial justice.
- Demonstrated understanding of equity and inclusion issues as well as dynamics in the workplace.
- Demonstrated commitment to advancing the ACLU's values, mission, and goals.
- Knowledge of and experience with varied HRIS (specifically Paylocity).
- Experience working with diverse staff and constituencies, and promoting trust and respect among various staff members, levels, and teams.
- Demonstrated ability to thoughtfully plan and develop and execute strategies that foster productive, participatory engagement toward equity, inclusion, and a strengthened organizational culture.
- Demonstrated ability to engage using professional verbal and written communication skills.
- Proven interpersonal and conflict resolution skills.
- Proven organizational skills and attention to detail.

- Demonstrated analytical and problem-solving skills.
- Proficient with Microsoft Office Suite

ESSENTIAL FUNCTIONS

- Successful candidate must have a valid driver's license and full-time access to a vehicle
- Frequent travel throughout Ohio is required; out of state travel by vehicle or plane is occasionally required
- Ability to work beyond 40 hours per week to accommodate a demanding schedule.
- Attend occasional evening and weekend meetings and events.
- Communicate effectively with people in person, via video conference, telephone, and email.
- Create and transfer electronically, computer-based written communications.
- Comfortable with public speaking and community engagement.
- SHRM-CP or SHRM-SCP strongly preferred.

NON-ESSENTIAL FUNCTIONS

- Lifting and carrying 25 pounds
- Ideal candidates will have outstanding listening, interpersonal, and judgment skills; an outgoing personality; an ability to travel; and experience in social justice advocacy.

OTHER

- History of incarceration is not a bar to consideration for the position.
- The ACLU of Ohio is committed to ensuring the health and safety of our team members. All employees must be fully vaccinated and boosted for COVID-19. Verification of COVID-19 vaccination, or progress toward vaccination, is required prior to the start of employment.

The ACLU is an equal opportunity employer. We value a diverse workforce and an inclusive culture. The ACLU encourages applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, citizenship, disability, veteran status and record of arrest or conviction, or any other characteristic protected by applicable law. Black people, Indigenous people, people of color; lesbian, gay, bisexual, transgender, queer, and intersex people; women; people with disabilities, protected veterans, and formerly incarcerated individuals are all strongly encouraged to apply.