



**JOB TITLE:** People and Culture Strategist  
**EXPERIENCE:** Early/Mid-Career  
**REPORTS TO:** Chief of Staff  
**DEPARTMENT:** Administration  
**FLSA STATUS:** Exempt  
**LOCATION:** Columbus, Ohio  
**DATE:** March 2026

## **POSITION SUMMARY**

The People and Culture Strategist, reporting to the Chief of Staff, is responsible for managing core HR functions including recruitment, onboarding, benefits administration, employee relations, and compliance. This role will coordinate full-cycle hiring processes, conduct new hire orientations, maintain HRIS records, administer health benefits, and assist with payroll accuracy. Additionally, the People and Culture Strategist will handle employee inquiries, support performance management and training programs, ensure adherence to federal and state employment laws, and contribute to HR policy development.

## **SALARY/COMPENSATION**

**Annual Salary: \$62,311. Salary is non-negotiable.**

Compensation: Salary offer shall be determined by depth and breadth of successful candidate's knowledge and experience. Total compensation package includes generous health insurance benefits (including dental, vision, and hearing); new hires receive 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**

### **HRIS (Paylocity) Administration 25%**

- Maintain and update employee information in HRIS (Paylocity).
- Maintain all PC/Administration forms and records.
- Manage employee benefit enrollment in HRIS (as needed).
- Maintain clean, accurate, and updated Employee Compensation Grid
- Maintain position management in HRIS (Paylocity); updating job descriptions as necessary, keeping the organization chart current.
- Maintain performance management in HRIS (Paylocity); updating the performance appraisal tool as needed and tracking completion of performance evaluations.
- Manage the talent acquisition and onboarding portal in HRIS (Paylocity) used for recruitment and onboarding.

### **Administration, office management and internal communications 15%**

- Serve as the primary liaison for 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.

- 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.
- Maintain PC policies and answer employees' questions regarding different PC protocols or policies (vacations, PMP, supervision, PC issues, leaves, changes on contracts, etc.).
- Develop and implement the plan to repurpose and reorganize the office space to facilitate collaborative work aligned with a hybrid work model (combination of remote and in office working).

### **Provide leadership and guidance for all People & Culture operations 20%**

- Oversee the daily workflow of PC operations.
- Provide 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; assess, in consultation with consultant, the organization's success and market competitiveness based on these metrics.
- Research, develop, and implement, in consultation with consultants, competitive compensation, benefits, performance appraisal, and employee incentive programs.
- Assist with resolution of people and culture, compensation, and benefits questions, concerns, and issues.
- Ensure all PC policies and practices comply with applicable laws and best practices and are reviewed and updated regularly.
- Participate in professional development and networking conferences and events.
- Perform other duties as needed.

### **Recruitment and staffing 20%**

- Execute strategies to attract, hire, and retain a diverse and high-performing workforce in collaboration with EPIC Strategist in an efficient manner to meet the business needs of the organization, while ensuring compliance with all legislation, policies and procedures, and in a way that furthers the organization's diversity and inclusion priorities.
- Oversee the implementation of all phases of recruitment from advertising, screening, shortlisting, interviewing, reference checks, orientation, and final job placement.
- Collaborate with the Hiring supervisors to create and/or revise job descriptions and terms of reference, salary benchmarks and interview frameworks for new positions, coordinate the approvals, and advertise with relevant networks to ensure diverse candidates apply

- Continuously evaluate and improve the onboarding process to ensure new hires are efficiently and effectively oriented to their role, their team, the organization and internal procedures, policies, and processes.
- Continuously evaluate and improve the offboarding process for existing staff.

### **Performance Management 5%**

- Under the supervision of the Chief of Staff, continuously evaluate and improve the performance management process to ensure clarity of goals for all staff
- Effective alignment between organizational objectives and individual goals, and high levels of engagement and achievement amongst staff.
- Coach and support hiring managers to provide effective and ongoing performance management to team members.

### **Training and development 10%**

- In collaboration with the Chief of Staff, draft and implement an annual training plan for staff, monitoring its operation and producing a review on the basis of feedback from employees and their managers.
- Coordinate in-house employee training activities that address organizational needs including; training needs assessment, new employee onboarding or orientation, personnel trainings on culture, diversity, the prevention of sexual harassment etc.
- Promote the career development of staff through collaboration with supervisors and Chief of Staff.

### **Employee relations 5%**

- Attend to the social climate and coordinate with Chief of Staff to prevent and manage conflict.
- Primary contact for explaining People & Culture regulations and procedures to all employees.
- Coordinate exit interviews in collaboration with the Chief of Staff

### **MINIMUM QUALIFICATIONS**

- Bachelor's degree in Human Resources, Business Administration, Equity and Inclusion, or related field required.
- 2-4 years experience as a People and Culture generalist.
- Knowledge of and experience with varied HRIS (specifically Paylocity).
- SHRM-CP strongly preferred
- 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.
- Experience working with diverse staff and constituencies, and promoting trust and respect among various staff members, levels, and teams.
- 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.

### **Non-Essential Functions**

- May lift and carry 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.