**Dream Manager/HR Director/Chief People Officer Job Description**

2024

ABOUT:

[Organization](https://www.growingseedsofchange.com/) is a second chance employer that provides people with barriers to work an opportunity to have a job and contribute to society in a safe, stable work environment.

THE ROLE: Reports to: [Placeholder]

*Vision:* To enhance organization’s HR process by developing more effective recruiting and hiring techniques and to uplift the care for current and future employees. This role champions a culture of caring, support, and empowerment, where individuals are inspired to pursue their dreams and grow both personally and professionally.

This role would include being the champion for hiring and retention, and playing a supportive role in ongoing HR functions, and also would include various general leadership roles at organization, including contributing to a culture of excellence, access, and flourishing within the program.

THE RESPONSIBILITIES:

**Goals:**

1. **Proactive Recruiting  
   Lead proactive recruiting initiatives for managers, foremen, and skilled landscapers. Clarifying the focus on recruiting skilled roles will help drive our mission forward with the right talent.**
2. **Partnership  
   Build and strengthen a pipeline with partnership to create an internship program that aligns with organization’s hiring needs, ensuring internship success through either hiring paths, placements, or certifications.**
3. **Project Launch  
   Oversee people functions for the Project in its initial stages, including on-the-job training and participant development in financial literacy, leadership, and job readiness.**
4. **Employee Engagement  
   Regularly meet with employees to provide personalized coaching, helping them set and achieve physical, mental, spiritual, financial, and legacy goals. Consider including dedicated employee coaching sessions and action steps.**
5. **Community Bridge  
   Act as a liaison among organization’s caring committee, chaplain, counselor, and management to foster a comprehensive support network for employees.**
6. **Evaluation and Tracking  
   Track and report on success metrics, such as job placements, promotions, licensing achievements, fines and fees paid, entrepreneurs empowered, and SROI benefits. Establish timelines (e.g., quarterly or annually) for tracking to ensure continuous improvement.**

THE QUALIFICATIONS:

* Experience in HR functions, recruiting, life coaching, and/or experience supporting individuals with personal, spiritual, or vocational growth (e.g., faith ministry).
* Resilience, empathy, and adaptability are essential traits for this role, as is experience in mission-driven or community-focused HR work.

This role is unique; it blends traditional HR functions with life coaching, offering an opportunity to lead transformative work within organization’s supportive community.

THE CULTURE:

[Pull from Handbook]

THE PERKS:

[Pull from Handbook]

POSITION LOCATION AND PAY RANGE:

**Location:**

*Compensation:* Part time with reduced job description and significant experience

OR

Full time with relevant and notable experience