



People and Culture Associate

Are you passionate about working with socially progressive nonprofits? Then join our team! O'Brien Garrett is an award-winning direct response fundraising agency looking for a People and Culture Associate to support the Director, People and Culture in improving and strengthening our culture and management systems.

O'Brien Garrett is a collaborative team environment that encourages professional growth. You will work side-by-side with a talented group of professionals committed to helping forward-thinking organizations realize their fullest potential. Headquartered in Washington DC, we also have a New Orleans office located in Bywater.

The People and Culture Associate will help implement some of our most critical human capital functions — including recruitment and onboarding and working in close partnership with staff from across the company. You will also work on initiatives that foster community, connections and belonging within O'Brien|Garrett, and play a key role in organizing virtual and in-person retreats and other team-building activities.

The PC Associate will:

- Be the New Orleans point person for maintenance, mailing, shipping, supplies, equipment, and errands
 - Maintain/POC for alarm system
 - Manage samples
 - Create/maintain hybrid master schedule for staff
- Maintain office policies for the New Orleans location
- Contribute to our recruitment strategies by creating and maintaining job postings and identifying potential candidate sources.
- Support our hiring process, including conducting reference checks and creating reports in our applicant tracking system.
- Identify and implement ways to enhance employees' experiences and foster connections and community across O|G.
- Support employee engagement tracking and measurement
- Organize onboarding equipment, orientation, and training calendar of new staff members
- Help organize internal meetings, events, and gatherings -- including virtual and in-person retreats -- and draft and finalize communications.
- Maintain a database for clients' state registration.
- Lead the EDI book club by selecting books/overseeing the meetings.

Requirements

- Passion for protecting our democracy.
- Strong research, writing, communication, and diplomacy skills.
- Rigorous attention to detail and the highest standards for excellence in execution.
- Ability to foster collaborative relationships and work in a team environment.
- Flexibility and comfort working in a collaborative environment and partnering with team members.
- Growth mindset and enthusiasm for giving and receiving feedback up, down and sideways.
- Kindness and respect for others.

Pluses, but not required:

- Event planning experience.
- Experience using online recruitment and networking tools such as LinkedIn.
- Experience with Asana

About O|G

- **Location.** The only requirement is that your location be in New Orleans to complete the demands of the position and mission. We currently have staff in Washington, DC, Louisiana, and elsewhere around the country.
- **Commitment to a diverse workplace.** At OG, we don't just accept differences, we celebrate them! Our culture principles emphasize that there is strength in diversity as we believe diverse teams are more innovative, creative, and productive. Our employment policies and decisions are based on merit, qualifications, performance, and business needs. Our client work often focuses on policies that impact the most marginalized people in society — including people of color, people from disadvantaged communities, women, and LGBTQ people and we strive to attract, develop, and retain highly qualified individuals representing the diverse communities we represent. We believe that these communities must be centered in the work we do. Hence, we strongly encourage applications from people with these identities or who are members of other marginalized communities.
- **Competitive pay and benefits.** O'Brien Garrett offers competitive salaries and a comprehensive benefits package including health benefits that includes both dental and vision insurance, long-term disability, short-term disability and life insurance for all employees, flexible schedules, a minimum of 15 days paid time off, 12 paid holidays, paid parental leave, home office/transportation stipend, and 401(k) plan with a 2% employer match and as budget allows, discretionary year-end bonuses. The successful candidate will work out of the New Orleans office.
- **Ample opportunities for personal & professional development.** Candidates who do not meet all listed criteria should still apply, as our organizational structure focuses on providing mentorship and opportunities for professional growth.

If this sounds like the opportunity for you, please submit a detailed cover letter, your resume, and the contact information for three references as one PDF to **Charvonne Hill** at jobs@obriengarrett.com with your name/position in the subject of email (e.g., PC Associate/Jane Doe)