**PEOPLE & CULTURE LEAD**

Here at FOREFRONT, we are ready to tackle a new forefront of changing people’s lives. We are a non-profit that values creativity and passion. Our focus is on people and their stories. Our organization is focused on finding innovation solutions to solve problems in the developing world, where your personal reward for your hard work to this problem will be fulfilling and our global human impact will be monumental.

**Role Description**

As People & Culture Lead, you will work to recruit, hire, onboarding and train new members as well as maintain and encourage their performance and satisfaction. You are flexible and able to work outside your job description. Your role will cover company culture, recruitment and administration.

You role includes but is not limited to:

* Recruit and talk to potential candidates
* Onboarding new full time members and contractors
* Lead the summer internship program for college students
* Train our members
* Communicate internal policies to team
* Experiment new ways to implement culture and team unity

**Credentials**

Qualifications include:

* Bachelors’ degree
* 1+ years experience working in human resources, recruiting or culture
* Strong administrative skills & attention to detail
* Highly imaginative and creative
* Go-getter, high energy, honest, straightforward, patient, and must have integrity
* Strong interpersonal skills and great team player
* Outstanding communication and presentation skills
* Prior international travel and non-profit experience is a plus

**What We Are Looking For**

**I get things done.**

You are a multi-tasker and you are really good at it. You follow through on all assignments and give your 100% from start to finish making sure you hit all deadlines. You take initiative from the start and know how to work with people. You are a quick responder and efficient with replies.

**I am positive and passionate.**

We are looking for someone who remains positive throughout difficulties and obstacles and looks for solutions to overcome it. We are looking for someone where changing people’s lives and making a social impact is their passion and fuels them to excel.

**I am a creative and driven person.**

You think outside the box and want to make a new change for the better to improve current processes. You thrive in a fast-pace environment. You are self-motivated and want to exceed expectations! You have great big creative ideas that you are able to communicate clearly to the audience.

**I am a team player and a good communicator.**

It is all about team work! There is no “I” in team! You love working with other people and hearing their ideas and integrating it with yours. You are open minded. You are able to clearly communicate your ideas and thoughts confidently. You are honest and have integrity. You do not look for shortcuts that are unethical.

**I am good with technology.**

This job requires the use of a lot of technology including video conferencing. You look to technology to get your job done and be more efficient.

**I am a leader.**

You take initiative and you rally people around you whether it is in our team or with others. You promote awareness and you take ownership of your work and this cause.

**I am a problem solver and not a quitter.**

You don’t get bogged down by obstacles and problems. Instead you use the obstacle to motivate yourself to find a solution. You can run the marathon and spur others on.

**I see the big picture.**

In addition to focusing on your role and assignments, you see how your role fits into the big picture and you try to fill in any gaps that you can fill. You are curious about other roles and how you can help and support them and ultimately how you can work together to get the job done.

**I am organized.**

You will be working with many different people and programs. You like to take initiative and align everyone to a common vision, message, and goal. You keep up with all projects and timelines ensuring all benchmarks are met.

We don't care about where you went to college or what fancy names are on your resume. Instead, we're looking for good people: good at work and have a good heart.

If you said “YES!” to all of these statements, then this position is for you!

**Work Style and Compensation**

This is a volunteer position, with a commitment of 6-8 hours per week. Work is done remotely, but regional in-person working sessions are encouraged as much as possible for accountability. Our team mainly resides in the NY/NJ and DC metropolitan regions. You will join operations team meetings via video conferencing 2-3 times per month. You are required to attend a monthly meetings, whole team video conference, on second Saturday mornings, and all-day quarterly meetings in NY/NJ or DC metropolitan regions, and an annual one-week trip to India.

Please send your cover letter and resume to [contact@goforefront.org](mailto:contact@goforefront.org)