



TREC ORGANIZATIONAL DEVELOPMENT JOB DESCRIPTION

Title: Associate, Organizational Development Program

Date: March 2022

REPORTS TO: Organizational Development Program Co-Director

SUPERVISORY RESPONSIBILITY: None

LOCATION: Home Office

WORK ENVIRONMENT: This job operates in a home office. This role expects communication with staff and supervisor via phone, video conferencing and email. This position requires frequent travel, up to 20% time. Travel is primarily for client meetings, trainings and staff meetings and includes overnight stays.

CLASSIFICATION: Exempt, 100% Full Time Equivalent (FTE). All employees are expected to work regular hours Monday through Friday, 9:00 a.m. to 5:00 p.m. Mountain or Pacific Time (MT/PST). This position sometimes requires evening and weekend work.

JOB OVERVIEW:

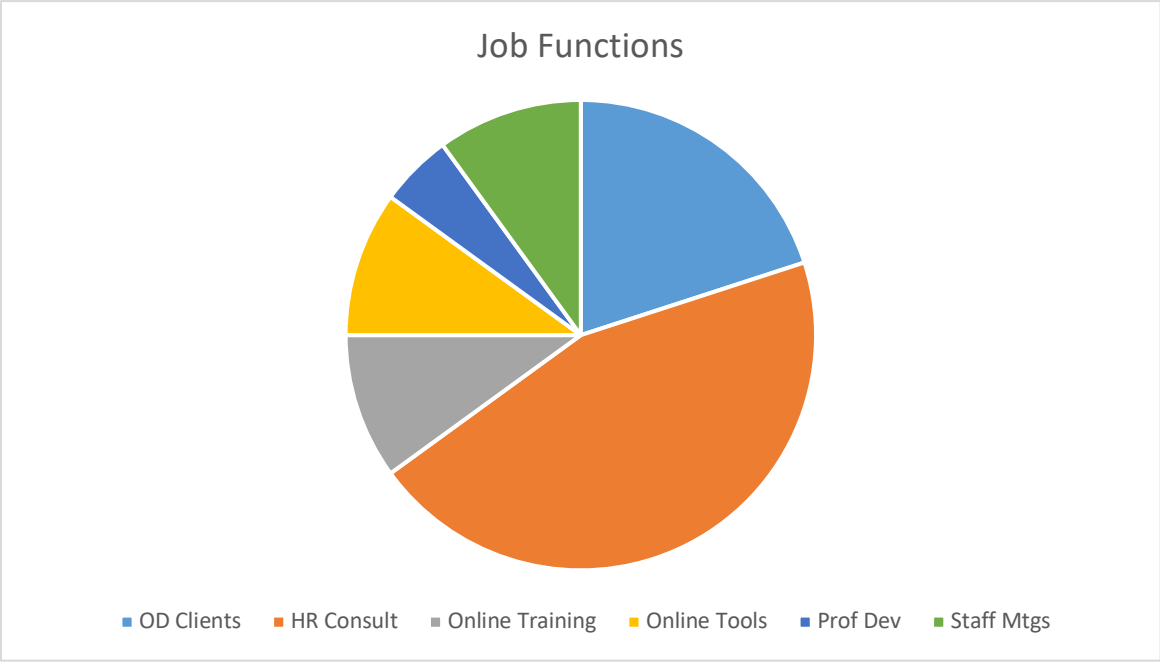
The Associate is a pivotal member of the Organizational Development Program. The Associate works with the Organizational Development Program team to develop, implement, and evaluate organizational development services. The Associate conducts organizational assessments and uses those assessments to develop capacity building plans for the organizations. Based on the organizational needs identified, the Associate works with a team from TREC to provide direct services to organizations including consulting and training for human resource management, fundraising, engagement strategies, financial management, human resource management, and/or strategic and campaign planning.

TREC's currently seeks an Associate with human resource management expertise and proven ability to consult and train on diversity, equity, and inclusion matters. The Associate delivers services via virtual coaching and consulting, webinars and online learning modules, and on-site training and consultation.

MAJOR RESPONSIBILITIES:

Overview of Job Functions in Job Description

1. OD Client Service Delivery	20%
2. HR Consulting	45%
3. Online Training/Webinars	10%
4. Online Tools and Tutorials	10%
5. DEI Learning-Prof Dev	5%
6. Staff Mtgs-Communication	10%
	100%



DETAILS OF JOB RESPONSIBILITIES:

Organizational Development (OD) Client Work (20%):

- Conduct periodic organizational health reviews using TREC’s tool
- Develop capacity building plans to address issues identified in the assessment process
- Consult with EDs and other staff, and Boards, to improve organizational effectiveness
- Maintain notes on service delivery in the client database
- This works occurs virtually and in-person

Human Resource and Diversity, Equity, Inclusion Consulting (45%):

- Review clients HR systems and policies and provide feedback and offer tools and templates
- Offer and deliver consulting for key leaders and organizations on HR systems
- Integrate diversity, equity, and inclusion in all HR systems and policies

Online Training Prep and Delivery (10%)

- Prepare and deliver web-based training for fee-for-service clients on human resources and management topics
- Prepare and deliver online trainings to staff and boards of client organizations as requested by client leads

Online Tools and Tutorials and Resource Development (10%):

- Prepare and deliver webinars on HR, management, and DEI topics
- Create tutorials on HR, management, and DEI topics
- Create written resources for TREC’s Resource Library

DEI Learning/Professional Development (5%):

- Personal learning around bias, power and privilege
- HR skill development

Staff Meetings and Communication with Full Team (10%):

- Attend monthly staff meetings and monthly DEI meetings
- Attend 3 or more overall planning meetings per year
- Contribute to team sharing of resources, ideas and feedback

OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

TREC'S VALUES, COMPETENCIES, AND BEHAVIORS

- Self-Awareness and Learning/Growth Mindset
- Accountability, Respect
- Collaboration, Interdependence, Collectivism
- Inclusiveness, Justice, Anti-racist stance
- Effective Communication
- Creative and Strategic Thinking
- System and Power Awareness
- Joy, Well-being of the collective