



Responsible | Impactful | Sustainable | Ethical

Manager of People and Culture

We are looking for an experienced People and Culture Manager to join our team at RISE Travel Institute. As People and Culture Manager, you will be responsible for developing, implementing and overseeing all HR processes and strategies. You will work closely with the Executive Director, HR Advisor and DEI specialist, and HR Administrator, and will be planning and implementing HR strategies for RISE. If you have the passion and the right background, and would like to join our team in mainstreaming sustainable travel through education, we would be happy to have you on board.

Responsibilities

- Develop, implement and oversee all People & Culture strategies and initiatives that align with our organizational values
- Reform the current recruitment and engagement processes to attract and retain quality diverse volunteers
- Supervise the HR Administrator to ensure implementation of all HR processes and policies, including recruitment, onboarding, engagement, retention, and offboarding
- Support the HR Advisor and DEI specialist with DEI projects as and when required
- Cultivate an inclusive organizational culture and create a sense of belonging with all
- Develop the Governance and Operations Handbook with the Executive Director
- Respond to internal and external HR & volunteer related queries in a professional and confidential manner

Requirements

- A minimum of 3+ years of experience leading HR, preferably in a startup environment
- Prior experience in a People & Culture or DEI role is a plus
- Thorough understanding of HR policies and procedures, and knowledge of Federal and State regulations relating around HR practices
- A degree or relevant qualification in HR
- Salesforce CRM knowledge is highly desirable

Time Commitment

The People and Culture Manager is expected to commit at least 4 hours per week.

This is an unpaid position. RISE Travel Institute is a 501(c)3 run entirely by volunteers who are dedicated to inspire young travelers to create positive social, economic and environmental impact on travel destinations. If you're interested in this position, please apply online using this [form](#). Enquiries about other volunteer opportunities can be sent to info@risetravelinstitute.org.