



## Job Opening: Employee Engagement Manager

**Applications will be accepted until the position is filled. The first round of review will include applications received by Monday, February 24, 2025 at 8am (Pacific).**

Are you passionate about creating a workplace where employees feel inspired, valued, and empowered to thrive? Do you have a talent for building connections and driving meaningful change? The Schatz Center at Cal Poly Humboldt is looking for an **Employee Engagement Manager** to lead initiatives that foster a vibrant, inclusive, and engaged workplace culture.

This position is expected to start in mid-April 2025 and is based at the Schatz Center, in Arcata, CA. The exact start date is negotiable. Our team members currently have the option to work onsite all the time or alternate between working remotely and at least 40% of the time onsite at the Schatz Center.

### Who we are

Since 1989, the Schatz Center has been a leader in applied research and project development for clean and renewable energy. Our current portfolio includes microgrid development, sustainable transportation design, carbon life cycle analysis, solar product testing, offshore wind feasibility studies, and planning and policy for clean energy access around the globe.

We are located on the campus of Cal Poly Humboldt in Arcata, California. Arcata's 800-acre community forest and 11 miles of trails begin one block away — and we are within biking distance of California's second largest inland bay and the Pacific Ocean.

As residents of a rural coastal community, we are keenly aware of our social and environmental responsibilities. We are committed to increasing energy access and resilience for communities worldwide — and do so through clean and renewable design that reduces climate change and restores environmental and human health.

## Our organizational commitments

### Our Vision

The Schatz Center envisions a healthy planet with thriving, equitable, resilient communities powered by clean energy.

### Our Purpose

Our team is committed to addressing climate change and improving human and ecosystem health through work that supports clean energy, climate-resilience, equity, and justice. Our work includes:

- **Research and development** – we do applied research focused on energy and environmental issues.
- **Technology deployment** – we design, integrate, build, test, and operate innovative, renewable, and resilient energy systems that are responsive to social and environmental needs.
- **Collaboration** – we work with public and private partners including Tribal Nations, communities, agencies, academic institutions, foundations, and industry to exchange knowledge and implement innovative solutions locally and internationally.
- **Education and Training** – we support learning that provides practical, hands-on experience for current and future practitioners and leaders.

### Our Values

We value:

- **Kindness:** Treating people and the planet with care and respect through acts of inclusion, helpfulness, generosity, and encouragement.
- **Integrity:** Approaching one another and our interdisciplinary research with curiosity, open-mindedness, transparency, and humility.
- **Equity, Diversity, and Inclusion:** Providing a nourishing and rewarding environment for Center staff, students, and partners. Respecting the differences of our colleagues and actively seeking to identify and remove barriers to ensure opportunities to thrive.
- **Justice:** Working to advance racial justice, gender equality and women's empowerment, LGBTQIA+ rights, economic equality, and environmental justice.
- **Teamwork and Collaboration:** Supporting internal and external community building and engagement to create inclusive and innovative solutions. Sharing knowledge with and learning from our colleagues, collaborators, community partners, and the public to advance understanding.

- **Effectiveness:** Using our technical, scientific, and policy expertise to do good work that makes a difference.

## Job summary

As the employee engagement manager, your primary role is to ensure staff (including both professional and student staff, as well as affiliated faculty) are supported and engaged throughout their time at the Schatz Center. In partnership with the operations director, Diversity, Equity, Inclusion, and Accessibility (DEIA) committee, and other staff, you will develop and coordinate employee well-being programs, including the existing welcoming team and employee resource groups; provide or host team education and trainings; and support Center recruitment, onboarding, separation, and review practices. You will manage student internship opportunities and programs at the Center. You will also collaborate with Center leadership and other professional and faculty staff to implement, support, and monitor the Center's DEIA Equity Action Plan and uplift our shared values, purpose, and vision (VPV). This position includes both supervised and independent performance of varied specialized people operations duties and is expected to maintain confidentiality and discretion. You will need to be able to interpret Cal Poly Humboldt and Sponsored Programs Foundation (SPF) policies and procedures and apply them to internal Schatz Center guidelines and practices. This position is supervised by the Operations Director. It is not a state position.

### Core Functions:

- Employee Engagement and Wellness (40%)
  - Recommend, create, promote, implement, and sustain initiatives to support and elevate staff satisfaction and engagement.
  - Identify, co-create, implement, and provide training and education where appropriate.
  - Support effective channels for two-way communication between staff, supervisors, managers, and directors, and act as a liaison when needed.
  - Help Center staff navigate SPF personnel-related guidelines and procedures.
  - Recommend and organize activities and events that support inclusion and belonging.
  - Develop, monitor, and evaluate the effectiveness of employee engagement and wellness and identify areas for improvement.
- Diversity, Equity, Inclusion, and Accessibility (30%)
  - Help lead implementation of the Equity Action Plan.
  - Identify, co-create, implement, and provide DEIA training and education.
  - Co-create and maintain guidelines, initiatives, and communications that align to Center vision, purpose, and values.
  - Develop, monitor, and evaluate the effectiveness of DEIA initiatives to gauge progress and identify areas for improvement.

- Recruitment and Retention (25%)
  - Manage student internship opportunities and programs.
  - Implement and coordinate Center recruitment, onboarding, and separation practices.
  - Participate as an equity advocate on hiring committees.
  - Collaborate with the operations director, supervisors, and managers to enhance performance management processes and ensure clear communication on expectations.
  - Coordinate the 360° employee review process and provide guidance on employee development plans.
  - Collaborate with the operations director to identify training needs and opportunities for professional growth.
- All other duties assigned (5%)
  - Participate in activities related to strategies to improve or enhance Center organizational effectiveness.
  - Serve on Center committees or otherwise participate in Center organizational processes.

## Qualifications

### Minimum qualifications

#### ***Education and Experience***

Any combination of education, training, and/or experience that would provide the required knowledge, skills, and abilities. This qualification can be met by education, training, and/or experience equal to a Bachelor's degree plus at least three years of related professional experience. For equivalency guidance, see our [Criteria for Prior Education and Experience](#).

#### ***Knowledge, skills, and abilities***

- Demonstrated commitment to advancing diversity, equity, inclusion, and accessibility.
- Working knowledge and understanding of current principles and practices in employee experience and diversity, equity, inclusion, and accessibility.
- Ability to actively, deliberately, and thoughtfully integrate the Center's vision, purpose, and values throughout work practices.
- Awareness of DEIA-related challenges specific to STEM and/or academic environments, and a capacity to support creative solutions to these challenges.
- Familiarity with or an interest to learn ADA requirements and universal design approaches for the workplace.
- Ability to take initiative and independently and/or collaboratively plan, organize, coordinate, and perform people operations-related work in various situations where numerous and diverse demands are involved.
- Ability to mindfully address and resolve challenging interpersonal situations.
- Experience in building effective working relationships characterized by acceptance, cooperation, and mutual respect.
- Experience in creating an inclusive and welcoming workplace.
- Demonstrated understanding and respect for different backgrounds, identities, and

cultures.

- Knowledge or experience conducting focus groups and/or training.
- Experience designing and implementing surveys.
- Ability to examine data to grasp issues, draw conclusions, and solve problems.
- Experience in mentoring, coaching, and/or supervising.
- Demonstrated ability to communicate complex ideas well orally, in writing, and in presentations.
- Demonstrated ability to effectively interpret, organize, and present information and ideas in written or presentation form.
- Ability to interact professionally with a variety of campus, community, and other external parties.

### Desirable experience or training

(The following are welcome, but they are not required to be eligible for the position.)

- Experience leading DEIA programs.
- Certifications in conflict resolution, DEIA, change management, or other areas relevant to the position.

### Important note:

This vacancy announcement includes both (a) minimum qualifications as well as (b) desirable experience or training. Research shows that many women and people of color, in particular, feel that they have to have 100% of both required and desired skills and experience before applying for a new job. We want to reiterate that the desirable experience and training options listed above are not required to apply for a position on our team. If you meet the minimum qualifications, we encourage you to apply.

## Compensation and benefits

### Compensation and term

This is a full time, 40 hours per week, benefit-eligible position with a minimum term of one year. Employee continuation is anticipated, contingent on funding, workload, and performance.

The monthly salary is \$5,907-\$6,838, depending on skills and experience. Cost of living adjustments are made annually in July.

### Advancement

Advancement in step may occur at a frequency of at least every two years. Step raises outside this interval may also be granted for employee achievements such as professional licensure or completing a graduate degree. Advancement in category is based on criteria including experience, a strong performance record, and an increase in responsibility.

## Insurance

Medical, dental, vision, and life insurance are available for employees and dependents.

## Paid time off

- 14 holidays per year, including December 25 to January 1
- 6  $\frac{2}{3}$  hours of vacation per month
- 8 hours of sick leave per month
- 1 personal day per calendar year

Paid leave is also provided for voting and jury duty, and programs are available for pregnancy, disability, and family medical leave.

## Retirement

Beginning at one year of service, employee contributions of 10% of employee gross wages are made to a 403(b) employer-paid retirement investment plan.

## Additional benefit information

For additional information on leave accruals, insurance, and other benefits, view the [Cal Poly Humboldt Sponsored Programs Personnel Manual](#).

Please note that this is not a California State University position.

## How to apply

### Deadline

The first round of review will be based on materials that have been submitted by **8 am Pacific Time (US) on Monday, February 24, 2025**. The positions will be open until it is filled.

### Materials

Applicants must submit the following via email to [schatzenergy@humboldt.edu](mailto:schatzenergy@humboldt.edu):

1. A formal letter of application (cover letter), attention: Schatz Center Hiring Committee.
2. In your letter, a) explain why you are interested to work with us and b) explain how your background prepares you to support employee engagement and advance DEIA in our work.
3. A resume: A maximum of 3 pages is preferred, however we encourage you to include all relevant and transferable experience and skills you wish us to consider. For guidance,

view our [Criteria for Prior Education and Experience](#). Please include timebase (hours per week or month) information for experience and/or training.

4. Contact information for 3 references.
5. A Cal Poly Humboldt SPF Employee Information Form for Applicants:  
<https://forms.humboldt.edu/spf-self-identification-form-job-applicants-eif-pre-offer>.
  - a. Fill in **Submission Email/Contact** as follows: Name = Schatz Energy Research Center, Email = [schatzenergy@humboldt.edu](mailto:schatzenergy@humboldt.edu)

Please include in your email how you learned about this vacancy.

Additional materials may be required from candidates invited to interview.

### Affirmative action & equal opportunity

The Schatz Center operates under the [Cal Poly Humboldt Sponsored Programs Foundation](#) (CPHSPF), an Affirmative Action/Equal Opportunity Employer. We consider qualified applicants for employment without regard to race, religion, color, national origin, ancestry, age, sex, gender, gender identity, gender expression, sexual orientation, genetic information, medical condition, disability, marital status, protected veteran status, or any other legally protected status. More information about SPF's Equal Employment Opportunity hiring can be found at: <https://research.humboldt.edu/employment/hiring>.

### Questions and inquiries

- For assistance with the application process, please submit an Accommodation Request Form, which can be at <https://forms.humboldt.edu/spf-accomodation-request-form>, or contact the campus ADA Coordinator at (707) 826-3626 or confidential fax at (707) 826-3625. For more information regarding accommodation, you may also visit the Cal Poly Humboldt Campus Disability Resource Center at <https://disability.humboldt.edu/>. Individuals in need of a telecommunications relay service may contact the California Relay Service at (877) 735-2929 TTY.
- Learn more about our employment opportunities at [schatzcenter.org/jobs](https://schatzcenter.org/jobs).
- For additional information, please email [schatzenergy@humboldt.edu](mailto:schatzenergy@humboldt.edu) or call (707) 826-4345.