



Job Title: Organizational Development and Internal Communications Specialist

Company: En Face Magazine

Location: Oregon or Washington

Job Description:

En Face Magazine, a rapidly growing nationwide publication in the ballet and performing arts industry, is seeking a highly skilled and motivated Organizational Development and Internal Communications Specialist to join our team. This is a new position that will be carved out by the person who takes on this role, presenting an exciting opportunity to shape and lead the organizational development and internal communications efforts within our fast-paced organization. As the Organizational Development and Internal Communications Specialist, you will play a crucial role in enhancing the overall effectiveness, efficiency, and communication within our expanding organization. You will be responsible for driving organizational change, promoting employee engagement, implementing strategies to optimize our workforce's capabilities, overseeing the onboarding process for new hires, and establishing robust internal communication channels.

Responsibilities:

1. Design and implement organizational development strategies: Collaborate with senior management to identify areas for improvement and develop comprehensive strategies to enhance organizational effectiveness, including talent management, performance management, leadership development, employee engagement initiatives, onboarding, and internal communications.
2. Change management: Guide and support the implementation of organizational changes by developing change management plans, conducting impact assessments, and providing guidance to managers and employees throughout the change process.
3. Talent assessment and development: Oversee the implementation of talent assessment tools and processes to identify high-potential employees, assess skill gaps, and develop tailored training and development plans to enhance employee capabilities and career growth.
4. Performance management: Design and implement performance management frameworks, including goal-setting, performance appraisal processes, and employee feedback mechanisms to drive a high-performance culture and continuous improvement.
5. Employee engagement: Develop and execute strategies to enhance employee engagement, satisfaction, and retention, including conducting employee surveys, analyzing feedback, and implementing action plans to address areas of improvement.

6. Leadership development: Collaborate with the leadership team to identify leadership development needs and design and deliver targeted programs to nurture leadership skills and succession planning.

7. Onboarding: Develop and oversee a comprehensive onboarding program for new hires, ensuring a smooth transition into the organization, effective orientation to the company culture, and alignment with job responsibilities.

8. Internal communication: Establish and lead internal communication initiatives, including developing communication channels, such as newsletters, intranet, and town hall meetings, to foster transparency, facilitate knowledge sharing, and enhance overall employee communication.

9. Organizational culture and values: Promote a positive organizational culture aligned with En Face Magazine's values and ensure that organizational policies, practices, and initiatives support a diverse and inclusive workforce.

10. Data analysis and reporting: Collect, analyze, and interpret relevant HR and organizational data to generate insights and recommendations for improving organizational performance and effectiveness. Prepare regular reports and presentations for management review.

Requirements:

- Bachelor's degree in Human Resources, Organizational Psychology, Business Administration, or a related field.
- Proven experience in organizational development, change management, talent management, onboarding, internal communications, or a similar role within a rapidly growing organization.
- Strong knowledge of organizational development theories, frameworks, and best practices.
- Excellent interpersonal and communication skills with the ability to build relationships and influence stakeholders at all levels.
- Analytical mindset with the ability to collect and analyze data, draw insights, and make data-driven recommendations.
- Demonstrated project management skills with the ability to manage multiple initiatives simultaneously and meet deadlines.
- High level of discretion and confidentiality when dealing with sensitive employee information.

If you are passionate about driving organizational growth and development, fostering effective internal communication, facilitating a positive onboarding experience, and shaping a new position within a rapidly growing nationwide ballet and performing arts publication, we invite you to apply for the position of Organizational Development and Internal Communications Specialist.

Please submit both resume and salary requirements to jobs@artslandia.com in order to be considered for this position.

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