



Organizational Development Coordinator

We are –

True Synergy, Inc., a boutique professional and organizational development consulting company, based in Los Angeles, CA specializing in corporate culture change, people operations and behavioral transformation for high-growth and progressive companies. Learn more about us at www.truesynergyinc.com.

You are –

A strategic, resourceful, innovative, and self-motivated professional who has a passion for creating diverse, collaborative, inclusive and thriving work environments. You have an entrepreneurial mindset and can do your best work in a small, but growing, unique, fast-paced external consulting environment. As the organizational development coordinator, you will plan, organize, coordinate, implement and be the administrative support for corporate culture change projects for our clients.

WORK LOCATION + HOURS:

- Remote
- Monday-Friday
- Part-time: 25 -30 hours per week (will go to full-time)

RESPONSIBILITIES:

- Client facing project coordinator & administrator for client accounts
 - Assist with improving clients people operations (HR/people & culture) SOPs, employee systems and processes
 - Content development planning for client training & webinars
 - Support on client DEIBAJ initiatives (Diversity, Equity, Inclusion, Belonging, Accessibility and Justice)
 - Assist with strategic planning and research for corporate re-organizational structures and cultural change initiatives
 - Assist with client assessments culture audits
 - Scheduling, writing notes, report updates, etc.
- Support and take the lead on some creative and technical level tasks such as research, analysis, writing white papers, proposals, and developing slide decks
- Liaison to the True Synergy talent bench of independent consultants, contractors, and outside vendors
- Supervise OD intern(s)
- Other duties as assigned

SKILLS & REQUIREMENTS:

- Excellent verbal communicator
- Entrepreneurial and growth mindset
- Self-motivated
- Experience using PowerPoint, Canva and other tools to create training decks and training overviews
- Able to prioritize and juggle multiple tasks
- Strategic, creative & forward thinking
- Experience in data collection; qualitative/quantitative research
- Excellent writing, proofreading, and presentation skills
- Unrestricted access to cell phone, updated laptop/desktop computer (with camera), and fast reliable internet
- Experience in applied psychology, organization development, organizational psychology, management consulting, or equivalent is required
- 3 -5 years of previous experience necessary
- Master's degree or above is required

COMPENSATION:

\$25.00 - \$30.00 per hour (depending on experience)

Please send a cover letter and resume to: info@truesynergyinc.com.