

Dora Mendez, MPA_(she/her/ella)

Non-Profit | Leader | Uplifting | Diversity, Equity & Inclusion

Results-oriented **C-Suite Executive** with a passion for building mission-driven cultures and high-performing teams. Proven ability to translate employment law into actionable workplace policies and practices. A trusted advisor and strategic partner to leadership on all aspects of people operations.

Phone

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E-mail

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Website

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Skills

- Public Speaking
 - Facilitation
 - Team building
 - Microsoft 365: Excel, Outlook, PowerPoint, SharePoint, Teams and Word
 - Google G-Suite
 - HRIS Systems
 - Learning Management Systems
 - Lexis Nexus and Westlaw
 - Zoom
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Affiliations

- **Latinas in HR Rising** 2024 - Present
Author Vol. 3 Executive Edition
- **Society of Human Resources Managers (SHRM)** 2012 - Present
- **Foundation Administrators Network Philanthropy NY** 2022 - Present
- **www.idealists.org Compensation Advisory Committee** 2019 - 2020
- **Human Resources Professional Association of Non Profits (HRPANO)** 2012 - 2020
- **YWCA of the City of New York Board Member** 2007 - 2014

Professional Experience

Founder and CEO

Coach Dora

2024 - Present
New York, NY

- Coach leaders, entrepreneurs, employee resources groups, and organizations to develop and implement strategic goals for **social impact**.
- Consult with small businesses and organizations to solve Human Resources (HR) problems so they can focus on growth.
- Culture add: a proven track record of **implementing DEI programs**, training, learning, and development, facilitating workshops and courageous conversations.

Vice President of Human Resources and Chief Diversity Equity and Inclusion Officer

United Hospital Fund of NY (UHF)

2022 - 2024
New York, NY

- Leadership expert advising on people, culture and diversity, equity and inclusion (DEI) strategy, **wellness and joy**.
- Co-create, develop and launch new initiatives centered in DEI best practices such as: Employee/Board engagement, employee recognition program, **SMARTIE goals process**, inclusionary hiring practices, return-to-work task and finish group.
- Embed a **data-driven approach** to leverage our HRIS system analytics to innovate, audit and streamline systems collaboratively across the organization and talent cycle.

Director of Talent and Diversity Equity and Inclusion

Student Leadership Network

2021 - 2022
New York, NY

- Drive DEI strategy and manage the full spectrum of Human Resources functions across the Talent lifecycle including reasonable accommodations requests.
- Develop and implement an updated **performance management system** including annual appraisal process centered in DEI best practices.
- Manage COVID-19 reopening, developing new health and safety protocols including Vaccination Policy.
- **Data and HRIS management** converting HR functions to paperless operations e.g. virtual on-boarding.

Human Resources Director

New York Legal Assistance Group ([NYLAG](#))

2019 - 2021
New York, NY

- Manage the 300+ People functions and operations including implementation of **Racial Equity, Diversity and Inclusion Initiative (REDI Committee)**.
- Lead HR team to ensure compliance and development included training staff in **structural interviewing to de-bias recruitment and hiring practices**.
- Benefits administration of a **proactive compensation and rewards program for equity**, retention, effective performance management while maintaining non-profit market competitiveness.

Certifications and Trainings

- **Notary Public** – New York State Department of State
- **Certified Trainer** – Mandated Reporting NY State Office of Children and Family Services
- **Certificate Multicultural Competency and LGBTQ+ –** Homeless Services United (HSU)
- **Win Academy (Win A)** – Evidence-based methods in social service e.g. Motivational interviewing
- **RACE FORWARD** – NY Community Trust Learning Lab for Racial Equity and Organization Change

Director of Human Resources (HR) The Bridge, Inc.

2016 - 2019
New York, NY

- Manage the HR integration of acquired affiliate organization Weston United Community Renewal, Inc. including implementation of new pay roll/HRIS system and **reducing vacancy rate from 21% - 4%**.
- Align goals and strategy between two agencies 500+ staff, 15+ programs while managing a small HR and admin team.
- **Labor Relations** (SEIU1199) on grievances and progressive disciplinary process.

Director of Workforce Training and Development Win (formerly Women In Need)

2012 - 2016
New York, NY

- Create and implement training plan for 400+ employees across 12 sites.
- Lead the design and implementation of Win's Internship program.
- **Continuously develop knowledge of employment law and regulations**, including drafting workforce policies e.g. Fair Chance Act.
- Cultivate employee relations by coaching, mentoring, investigating complaints, handling ADA and Parental leave **accommodations requests; manage risk**.

Education

- **John Jay College of Criminal Justice** City University of New York, New York
- + Master's in Public Administration (MPA)
- + Specialization in Management and Operations
- **Iona University** New Rochelle, New York
- + B.A. in History
- + Dean's List
- + Phi Alpha Theta National Honor Society
- + National Hispanic Scholarship Fund awards
- + The Patrick J. Foley Memorial Scholarship

Additional Experience

Adjunct Professor

John Jay College of Criminal Justice

2010 - Present
New York, NY

Human Rights Specialist 1 (Spanish Language) New York State Division of Human Rights (NYS DHR) Office of Sexual Harassment Issues

2008 - 2011
Brooklyn, NY

Outreach and Special Projects Coordinator
Fair Housing Justice Center of Help USA (**FHJC**)

2005 - 2008
New York, NY

Director of the District Office
New York City Council District 6

2002 - 2005
New York, NY