

THE DELORES PROJECT JOB POSTING

HUMAN RESOURCES MANAGER

Department: Corporate
Reports To: Director of Business & Finance
FSLA Status: Exempt
Salary Range: \$47,000 - \$50,000 / year

SUMMARY

The Human Resources Manager is responsible for the day-to-day operations and administration of the organization's human resources services including recruiting, hiring, interviewing, and onboarding staff, administering pay equity policies, benefits, leave, personnel files, enforcing organizational policies, tracking employee training needs, and general office administrative duties. This position reports to the Director of Business & Finance to perform generalist HR duties and assisting Managers and Directors in ensuring the culture of Delores is welcoming, inclusive, and equitable.

PRIMARY RESPONSIBILITIES:

- Recruits, interviews, and facilitates the hiring of diverse and qualified job applicants for open positions; collaborates with departmental managers to understand skills and competencies required for openings;
- Conducts or acquires background checks and employee eligibility verifications;
- Implements new hire orientation and employee recognition programs;
- Performs routine tasks required to administer and execute human resource programs including but not limited to compensation, benefits, and leave; disciplinary matters; disputes and investigations; performance and talent management; productivity, staff recognition and morale; occupational health and safety; and training and development;
- Handles employment-related inquiries from applicants, employees, and supervisors, referring complex and/or sensitive matters to the appropriate staff;
- Maintains compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews policies and practices to maintain compliance;
- Maintains knowledge of HR trends, best practices, regulatory changes, technologies, talent management, and employment law;
- Implements HRIS software and streamlines the HR process;
- Assists Managers with internal and external training opportunities for staff;
- Assists with constructive and timely performance evaluations;
- Actively participates and collaborates as a member of the Management Team;
- Performs other duties as assigned, which may include some office administration and management of 3rd party IT vendor relationships.

SKILLS AND QUALIFICATIONS:

- Minimum four years of human resource experience required. HR Certification (SHRM or HRCI) a plus;
- Proven ability to apply judgement and discretion in handling sensitive issues and confidential information;
- Deep commitment to diversity, equity and inclusion;
- Excellent verbal and written communication skills;
- Excellent interpersonal, negotiation, and conflict resolution skills;
- Excellent organizational skills and attention to detail;
- Ability to act with integrity, professionalism, and confidentiality;
- Knowledge of employment-related laws and regulations;
- Experience with employee onboarding, training, and performance coaching;
- Demonstrated ability to work well as part of a diverse team;
- Schedule flexibility including some evening and weekend availability.

POSITIONS SUPERVISED:

None.

PHYSICAL REQUIREMENTS:

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift 15 pounds at times.
- Must be able to access and navigate each department at the organization's facilities.

Candidates interested should submit a resume and cover letter to Diana Adams at diana@thedeloresproject.org. Applications will be accepted through January 8th and interviews scheduled shortly thereafter.