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Human Resources Director

Description

The Director of Human Resources will serve as a Strategic HR Business Partner on the Senior Leadership Team and oversee all aspects of Human Resources and Human Capital within the organization.

The Director reports to the CEO with dotted line responsibilities to the board.

Responsibilities

- First and foremost, serves as a strategic HR business partner to the CEO and the leadership team.
- Responsible for working with the Chief Executive Officer (CEO), the Board of Directors and Leadership Team in guiding the strategic direction of human capital management and the human resources department within the organization.
- Responsible for operating and ensuring a quality, efficient, operations supportive, human resources department.
- Responsible for overseeing Workforce Planning, Recruitment, Selection, Employment Administration, On Boarding and the Training of new employees to ensure they have a quality introduction into the NAP Culture.
- Responsible for all aspects of HR compliance.
- Responsible for ensuring the organization and its people operate in an ethical manner as defined by the board and the CEO.
- Responsible for Employee Relations Training and Development of all employees. Is the catalyst in creating a culture of fairness and respect. Works with managers in resolving employee conflicts and disputes.
- Responsible for overseeing and administering the performance management system which includes performance evaluations. Assists leadership in ensuring the organization has a quality equitable compensation structure and merit compensation system.
- Responsible for benefit and payroll administration, which includes but not limited to HR compliance and the management of vendors.
- Prepare and maintain employee handbook. Respond to inquiries regarding policies, procedures, and programs. Provide interpretation of company policies to staff.
- Work in collaboration with the CFO and CEO to develop salary structure.
- Ensure all labor relations posters are posted and are up to date.
- Experience with conflict resolution and DEI
- Ensure all annual grant and insurance required trainings are scheduled
- Ensure safety protocols are being followed and up to date.
- File Workers Comp claims as needed.
- Work with the HR Coordinator to develop professional development program for staff
- Provide ad hoc support and make recommendations on internal communications, staff committees, staff wellness, and other employee initiatives.
- Develop and oversee completion of employee climate surveys to enhance company culture and employee morale.

Industry

Finance and Human Resources

Employment Type

Full-time

- Oversees and manages all staff assigned to the Human Resources Department.
- Other duties as assigned.

Qualifications

- Excellent interpersonal skills and ability to successfully interact with a diverse staff from a variety of cultural, ethnic, religious, and educational backgrounds.
- Detailed oriented with strong analytical abilities and skills. Strong organizational skills.
- Self-starter, takes initiative, recognizes a sense of urgency.
- Demonstrated core competency skills in MS Windows, MS Excel, MS Word, PowerPoint, and Outlook.
- Commitment to organization's mission and serving refugees.
- Ability to identify and resolve system and management level issues.
- Adapts easily to working in a dynamic and changing environment.
- Bachelor's degree in HR, Business Administration, or related field; and/or 7 years of relevant work experience.
- HRCI or SHRM certification preferred but not required
- Experience managing a range of HR disciplines.
- Excellent verbal and written communication skills.
- Submit to a criminal background check.

Job Benefits

This is a full-time, salaried position with an annual salary range of \$80,000-\$95,000. Employer contributes to medical, dental and vision insurance. Employer pays life and disability insurance. 14 paid holidays and a generous paid time off policy. Employee has the option to contribute to 401(k).