



EMERGENCY FAMILY ASSISTANCE ASSOCIATION JOB DESCRIPTION

Job Title:	Human Resources Manager
Hours of Work:	24 hours per week (part-time exempt)
Reports to:	Executive Director
Mission:	EFAA's mission is to provide stabilizing services, innovative programs, and transformative advocacy to strengthen families and create a thriving community.
Organization:	For over 100 years, EFAA has been a locally operated community safety net for families in times of need. In addition to committed staff, EFAA has strong community partnerships and a thriving volunteer program which help to facilitate our mission.

General description of position: Under general direction of the Executive Director, the Human Resources Manager serves as the primary Human Resources professional for EFAA. The Human Resource Manager is responsible for performing and overseeing all functional activities within the scope of Human Resources at EFAA.

This position provides leadership in developing and implementing HR-related strategies to attract, build, promote, and retain a diverse and highly competent workforce. The HR Manager develops and advocates for policies and procedures that make EFAA an employer of choice and provides HR support for the EFAA staff in a variety of functional areas, including: HR policies and procedures, staff recruitment, onboarding, training and development, providing competitive salaries and benefits, performance management and employee relations, and compliance with federal and state regulations.

Essential Functions:

- Develops, recommends, and implements personnel policies and procedures; prepares and maintains Employee Handbook on policies and procedures. Reviews and makes recommendations to executive management for improvement of the organization's policies, procedures, and practices on personnel matters, as needed.
- Partners with the leadership team to understand and execute the organization's human resource and talent strategy, particularly as it relates to current and future talent needs, recruiting, retention, and succession planning.
- Maintains compliance with federal, state, and local employment laws and regulations, and recommends best practice; reviews policies and practices to maintain compliance, including appropriate HR filing and posting of information. Ensures appropriate training of management and staff for compliance.
- Implements and annually reviews compensation program; conducts periodic salary surveys.

- Assists executive management in the annual review, preparation, and administration of the organization's benefits programs.
- Reviews job descriptions as necessary for compliance with job classifications and other issues.
- Designs and oversees the employee performance review system at EFAA, including training to supervisors in best practice strategies for carrying out performance reviews.
- In consultation with supervisors, manages the overall plan for staff professional development, ensuring that program is consistent with and supports the performance goals identified in staff performance evaluations.
- In conjunction with the Finance Department, oversees workers compensation and unemployment claims and processing of various leave categories.
- Facilitates recruitment and hiring processes for staff and on boarding for new hires. Facilitates termination process to include conducting exit interviews.
- Promotes an environment supportive to diversity, inclusion, cultural respect and sensitivity.
- Serves as the staff liaison to EFAA's HR Committee; assists the Chair with the annual HR Committee calendar and work program, meeting scheduling and agendas.
- Serves as ombudsman to staff.
- Performs other duties as assigned.

Required Qualifications:

- Bachelor's Degree in related field and minimum 3 years' experience in a functional human resources capacity.
- Knowledge and experience in all core HRM functions as well as employment-related laws and regulations.
- Excellent verbal and written communication skills.
- Excellent interpersonal, negotiation, and conflict resolution skills.
- Excellent organizational skills and attention to detail.
- Strong analytical and problem-solving skills.
- Ability to act with integrity, professionalism, and confidentiality.
- Proficient with Microsoft Office Suite applications.

Preferred Qualifications:

- Experience in the non-profit sector

- SHRM-CP or SHRM-SCP highly desired

Work Environment, Physical Activities and Equipment Used: Physical agility to perform all aspects of the job including standing, sitting, walking, the use of stairs, ability to lift up to 25 lbs. Typical office environment. Regularly uses computers.

Our people are the foundation of who we are as an organization. Attracting, hiring and retaining diverse talent enables us to be more innovative and better serve our employees, volunteers, participants, and the community. EFAA is dedicated to the principles of equal employment opportunity (EEO). We are committed to recruiting, hiring, training and promoting qualified people of all backgrounds, regardless of age, race, sex, color, religion, creed, national origin or ancestry, disability, military status, sexual orientation, or any other status protected by applicable state or local law.

Currently, due to health guidance, all staff with the exception of essential staff are working remotely. Options of some portion of the job to be performed remotely exist after COVID, but significant on-site presence will be expected.

Why You Should Apply: EFAA's culture is employee-focused, providing access to a generous benefits package including, among others:

- Competitive paid time off and holidays
- Choice of employer-paid health insurance plans, including family coverage options
- Employer paid Simple IRA contributions
- RTD Ecopass
- Language bonus for bilingual English / Spanish employees
- Family friendly policies and practices
- A commitment to professional development and training

Compensation: Starting part-time salary of \$36,000 - \$39,000 (full-time annual equivalent \$60,000–\$65,000). Competitive pay commensurate with education and experience.

How to Apply: Please email your resume and cover letter to resumes@efaa.org