

Job Description – Human Resources Manager

Position Summary:

The Human Resources Manager will oversee key aspects of Exodus's hiring processes. This includes but is not limited to: recruiting, interviewing, orienting, and onboarding of new employees. The HR Manager will also ensure that the agency is compliant with all relevant laws regarding employment. This position will review and update best practices in employment to stay current and competitive, including areas such as staff compensation and benefits benchmarks; updating policies and procedures; incorporating diversity, equity, and inclusion initiatives; and other needs that arise.

Responsibilities:

- Manage the full hiring procedure for the agency including posting of jobs, recruiting, interviewing, background checks, onboarding, and ongoing training of new staff.
- Maintain up to date agency goals for staffing, recruitment, and retaining employees in collaboration with the CEO.
- Manage employee benefits in collaboration with the CEO and Accountant, including insurance and 401(k) benefits.
- Plan monthly staff trainings for professional and programmatic development.
- Oversee the administration of employee disputes, disciplinary matters, performance metrics, productivity, recognition, agency morale, training, professional development, promotions, and occupational health and safety for Exodus.
- Manage all staff HR files for all employees.
- Serve as the point of contact for staff flagging HR related questions, comments, or issues.
- Oversee necessary updates to the agency's policies and procedures manual.
- Perform research and benchmarking on hiring and compensation trends.
- Conduct trainings on diversity, equity, and inclusion (DEI) initiatives and make recommendations to the leadership team.
- Assist managers and directors in completing annual reviews for staff.
- Monitor the agency's compliance with federal, state, and local employment laws and regulations.
- Assist with building a positive team culture.
- Conduct exit interviews and procedures for departing staff.
- Oversee annual staff survey in collaboration with the Exodus Board of Directors.
- Support the building of departmental and agency annual budgets.
- Collaborate with other departments on identifying best practices and internal resources.
- Maintain professionalism and confidentiality in all job related tasks.
- Build trust and rapport with agency staff.
- Attend weekly all-staff and team meetings.
- Perform other duties as may be required by the supervisor.
- Reports to the CEO.

Position Criteria:

- Preferably a bachelor's in Human Resources or Business Administration, or a bachelor's degree in a related field coupled with 1 or more of the additional certifications:
 - Certified Professional in Learning and Performance (CPLP)
 - Professional in Human Resources (PHR)
 - Senior Professional in Human Resources (SPHR)
 - United International Business Schools (UIBS)
 - SHRM Certified Professional (SHRM-CP)
- Must have at least 2 years of experience in HR.
- Must have excellent leadership, communication, conflict-resolution, organizational, and analytical skills.
- Must have experience working in a cross-cultural environment.
- Must be able to effectively communicate with staff of diverse cultural and language backgrounds.
- Must have a high level of organizational skill and a great attention to detail.
- Must have PC proficiency, with competency in Microsoft Office applications.
- Must have a vehicle, valid license, and auto insurance at (100,000/300,000/100,000 coverage), or otherwise have access to safe, timely, and reliable transportation.
- Must be able to lead and function as part of a team.

Signature of Employee

Date