

Position Title:	Human Resources Director
Reports to:	Executive Director
Hours:	40/week. Non-Exempt
Location:	San Luis Obispo County
Salary:	Negotiable- (Includes excellent benefit package)
Apply By:	Position is open until filled.

Please submit a resume, cover letter and salary requirements electronically to hr@standstrongnow.org. NOTE: Please put "Human Resources Director" in the email subject line. No calls, please. Submissions will be reviewed on an ongoing basis until the deadline. Visit www.StandStrongNow.org to learn more about us.

Purpose and Responsibilities

Under the direction of the Executive Director, this employee is responsible for managing the Human Resources functions of Stand Strong. This is a 40 hour/week position reporting to the Executive Director.

Job Duties include:

- Oversee Human Resources for the organization, including but not limited to HR policies and procedures; benefits; employee relations and professional development; performance; compensation and classification of employees; employee safety; hiring; and termination.
- Communicate HR policies, procedures, legal rules and regulations, and maintain compliance with federal and state regulations concerning employment.
- Coordinate health, life, vision, and disability insurance enrollments and communicate with service providers concerning routine administration of programs.
- Collaborate with the Executive Director and Director of Finance regarding HR policies and procedures.
- Prepare job requirements and job descriptions for all positions.
- Manage recruiting, background checks, and initial orientation for staffing and volunteers.
- Manage employee data, including HR tracking system. Maintain appropriate employee files, including processing and verifying all personnel forms and documents.
- Assist in training new staff.
- Manage benefits annual enrollment process by facilitating meetings, answering employee questions and ensuring employees are enrolled as needed.
- Conduct exit interviews.
- Maintain company organization charts and employee directory.
- Coordinate employee safety program.

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- Assist with time-tracking for grant reporting.
- Additional tasks as identified.

Key Characteristics:

- Excellent communication skills.
- Works closely cooperatively, and collaboratively with others.
- Strong work ethic and shared commitment to our vision.
- High level of initiative and reliability.
- Acts on and makes timely decisions with Executive Director, takes responsibility for own results, and maintains a professional image.
- Open to acquiring new expertise and skills.
- Observant and able to anticipate and respond quickly to needs of clients and staff.
- Enjoys problem-solving and is willing to find creative solutions.
- Adapts to and works effectively in a variety of situations.
- Identifies new ways to improve quality and productivity. Uses available resources efficiently (e.g. people, time, materials, equipment).
- Adaptability – Ability to be flexible when changes occur. Able to anticipate and bring about change when needed.

Qualifications

- Minimum 2 years of experience in human resources recruiting, and HR best practices, within California.
- Knowledge of current HR laws and requirements for state of California.
- Administrative experience within the nonprofit sector preferred.
- Strong oral and written communication skills.
- Able to work independently.
- Ability to handle sensitive issues with discretion and confidentiality.
- Demonstrate cultural competency and awareness in dealing with diverse populations.
- Experience with Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Experience with Payroll and HR management systems. Payroll Maxx Experience a plus.
- Ability to learn new technologies and software.
- Must possess strong planning and organizational skills, as well as the ability to manage multiple tasks, meet deadlines and respond to changing priorities.
- High level of interpersonal skills and the ability to handle sensitive and confidential situations and documentation.
- Knowledge of office administration procedures.
- Fluency in English, with fluency in Spanish a plus.
- Bachelor's degree preferred.

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Requirements

- Must satisfactorily pass a background check (paid for by employer).
- Must have a valid CA driver's license and proof of current automobile insurance.
- Completion of Stand Strong's 40-hour DV training program as soon as possible upon employment at Stand Strong.

Please Note

- Stand Strong is an equal opportunity employer (EOE).
- This job description is designed to cover the basic requirements of the position, can be revised at any time, and does not change the "at will" status of employment at WSP.
- Some amount of stooping, kneeling, bending, lifting, walking, carrying and other movements may be required. The position will require extended periods of time sitting and working on a computer keyboard that will involve extensive wrist and hand movement. The employee will be required to perform these movements without risk of injury to themselves or others, or to demonstrate how they can perform the essential functions listed above.

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