



PO Box 285 ° Corvallis, OR 97339

PO Box 1984 ° Albany, OR 97321

1-800-901-2904

www.jacksonstreet.org

Position: Human Resource Manager

Purpose: This position is responsible for compensation and benefit programs, workplace safety, including COVID protocols, and managing overall employee hiring, onboarding and employee relations. The Human Resource Manager oversee training programs and procedures and stay up-to-date with policies and local, state, and federal laws that govern employee rights, such as equal opportunity employment, family leave, and sexual harassment.

Responsibilities:

- Stay up to date on employment trends, best practices, and legal issues
- Monitor internal HR systems and ensure compliance with internal policies and external requirements (e.g. grants and laws)
- Contribute to Diversity, Equity, and Inclusion policies and processes and ensure implementation
- Act in the role of ombuds to coach and advise staff and otherwise facilitate resolution of concerns of staff, interns, volunteers, clients, and agency partners and guests
- Work with Supervisors (and HR contractors when applicable) to evaluate job descriptions and recommend appropriate and competitive wage scales and benefits
- Support best practices for hiring, onboarding, and employee retention
 - Recruitment responsibilities include using marketing and outreach skills to find great and diverse candidates; post openings on the agency website, social media, and job posting boards
 - Hiring responsibilities include coordinating and screening applications, performing reference checks and background checks, coordinating schedules, and arranging interviews with candidates and hiring managers
 - Onboarding tasks include orientation and documentation for files, logistics for new employees, including preparation of workspaces, equipment, and system logins (e.g. cell phones, phone numbers, emails, badges, business cards)
 - Retention efforts include assisting with recognition efforts, celebrations, supporting conflict resolution processes, supporting the evaluation and reporting of employee satisfaction, including 100 Best Nonprofits survey, and recommend changes as needed
- Support the Finance Director with timesheet and payroll processes; work with Finance Director to coordinate group health insurance and other employee benefits
- Create and document personnel policies and procedures for approval from the Executive Director, Board of Directors, personnel committee, and other leadership staff
- Participate in site visits with auditors and grantors. Understand requirements and prep files, and other documents for these visits
- Lead and/or support special projects (e.g. Employee Handbook, Supervisors Manual, implementation of Zenefits features, expanding benefits)

- Maintain employee contact lists and completes regular two-year and position-change background checks for staff and volunteers
- Lead and coordinate training
 - Lead onboarding training and give a welcoming introduction to Jackson Street during the first few days of employment
 - Facilitate assigned annual training; attend or help delegate train the trainer training and become certified as needed; learn and coordinate ongoing and annual training requirements
 - Ensure completion of onboarding, site visits, and necessary training is completed within the required time track
 - Coordinate and track staff training such as Food Handlers, Life Space Crisis Intervention
 - Help ensure compliance throughout the agency
- Maintain a comprehensive understanding of organizational programs and needs
- Act as an agency representative at community meetings, staff meetings, and trainings
- Act as a positive spokesperson and advocate for the organization
- Other duties as assigned

Qualifications

- Bachelor's degree in human resources management, business administration, or a related field; HR Certification is preferred
- Minimum of 3 years experience with staff supervision and/or staff training, preferably in a nonprofit environment
- Proficiency with Google Apps (Gmail, Calendar, Docs, Sheets, Slides) and Microsoft Office (Word, Excel, PowerPoint, Access)
- Ability to use human resource management software; comfort learning new computer systems and software is a plus
- Training in Diversity, Equity, and Inclusion practices
- Excellent interpersonal, decision-making, organizational, leadership, and speaking skills
- Able to work effectively both independently and as a member of a team
- Demonstrate cultural sensitivity and an ability to work with people from diverse cultural backgrounds.
- Ability to maintain confidentiality, engage in respectful and collaborative problem solving, and show professionalism in interactions with others
- Ability to pass a criminal history check
- Ability to work some evenings and weekends when needed

Pay & Benefits: This position is full-time (40 hours/week) with pay scale range of \$37,440 - \$47,840/year (\$18.00 - \$23.00/hour), depending on experience and skillset. Benefits include paid time off and holiday pay; substantial employer contribution toward medical insurance; voluntary dental and vision plans; participation in the OregonSaves retirement plan, access to the Employee Assistance Program (EAP), and discounted personal wireless phone service for Verizon customers. Employees have access to extensive learning and development opportunities related to youth homelessness, along with job-specific opportunities to improve professional knowledge and skills.