



michigan organization on
adolescent sexual health

Human Resources Director Job Posting

The Michigan Organization on Adolescent Sexual Health is seeking a .75FTE (average of 32 hours per week) Human Resources (HR) Director. The HR Director will oversee the development and implementation of activities related to HR.

This position is grant-funded through December 2022. Reports to Executive Director.

Hours: .75 FTE (approximately 32 hours/week).

Job Purpose: The Human Resources Director oversees the coordination and implementation of HR activities.

Primary Duties and Responsibilities: The HR Director performs a wide range of duties including some or all of the following:

Employee Relations and Performance

- Partner with management to communicate HR policies, procedures, programs, and laws
- Develop and oversee employee performance management process that includes performance development plans (PDPs) and employee development programs
- Identify and recommend employee relations practices necessary to establish a positive employer-employee relationship and promote a high level of employee morale and motivation
- Conduct investigations when employee complaints or concerns are brought forth and respond to questions or complaints from employees in a timely fashion

Compensation and Benefits

- Improve organization wage and salary structure, pay policies, and benefits, including bonuses and raises
- Support in selection and coordination of insurance brokers, retirement administrators, and other outside benefits sources
- Recommend changes in benefits offered, especially new benefits aimed at employee satisfaction and retention

Recruitment and Hiring

- Work closely with management in employee hiring and selection
- Create practices, policies, and procedures for hiring and managing staff

- Establish an in-house employee training system that addresses company training needs, including needs assessment, new employee orientation and onboarding, and measurement of training impact
- Assist with selection of external training programs and consultants
- Provide interview management and serve as an interviewer for position finalists
- Lead development of benefit orientations and other benefits training
- Design, direct, and manage a company-wide process of organization development that addresses issues such as succession planning, superior workforce development, key employee retention, organization design, and change management

Alignment with Organization Values, Goals, and Capacity

- Conduct continuing study of all HR policies, programs, and practices
- Support in development and implementation of manuals and employee handbooks
- Identify Human Resources Information Software (HRIS) that the organization may need for recordkeeping and management
- Develop and monitor budgets for HR services, employee recognition
- Develop and administer procedures and guidelines to help align the workforce with organization goals and values
- Lead a process of organization development that plans, communicates, and integrates the results of strategic planning throughout the organization

Legal

- Lead company compliance with all existing governmental and labor legal and government reporting requirements including any related to the Equal Employment Opportunity (EEO), the Americans with Disabilities Act (ADA), the Family and Medical Leave Act (FMLA), Employee Retirement Income Security Act (ERISA), the Department of Labor, worker compensation, the Occupational Safety and Health Administration (OSHA), and so forth
- Protect the interests of employees and the company in accordance with company Human Resources policies and governmental laws and regulations

Qualifications

- Excellent interpersonal, writing, and organizational skills
- Strong understanding of the interviewing process; benefits administration; payroll; employee safety, welfare, wellness, and health; and other HR functions
- Broad knowledge and experience in employment law, compensation, organizational planning, organization development, employee relations, safety, and training and development
- Experience in the administration of benefits and compensation programs and other HR programs
- Ability to work independently while maintaining communication with colleagues

- Availability of a home office, including internet and phone
- Reliable transportation, current vehicle insurance, and valid driver's license

Preferred Qualifications

- Experience in Human Resources, Business, Organization Development, or related field
- Specialized training in employment law, compensation, organizational planning, organization development, employee relations, safety, training, and preventive labor relations
- Active affiliation with appropriate HR networks and organizations and ongoing community involvement

Salary & Benefits

- \$52,000 per 1.0 FTE (*please note, this is a .75 FTE position*)
- Paid health insurance
- Vacation time and paid holidays

To Apply: Send cover letter, resume, and the names and contact information of three (3) professional references to: info@moash.org. We have a rolling application process until the position is filled, aiming for a December 1, 2020 start date. No phone calls, please.

MOASH mobilizes youth voices, engages community partners, and informs decision-makers to advance sexual health, identities, and rights.

MOASH seeks to recruit the best-qualified people for its staff. In doing so, it will afford equal opportunity for employment, training, promotion, and compensation to all persons without regard to race, color, gender, national origin, sexual orientation, gender identity, gender expression, age, marital status, religion, HIV status, physical or mental disability, political affiliation, veterans' or military status, or any other status protected by applicable federal, state, or local law. MOASH complies with all applicable federal, state, and local laws that prohibit discrimination in the workplace.