SUMMARY:
Do you seek an environment that encourages everyone to grow to their fullest potential? Are you a people person with strong attention to detail? Passionate about building a more just society by empowering Latinas to lead? Join the Adelante Mujeres family and become part of a growing organization providing award-winning programming and holistic services to more than 8,000 Latina women and children annually in Oregon. Adelante Mujeres means "women rise up" and the women and girls in our program are doing just that. With your help, we can build the next generation of Latinx leaders. Located in Forest Grove, Oregon and founded in 2002, Adelante Mujeres is known for innovative responses to community concerns.

RESPONSIBILITIES:
As part of the Adelante Mujeres leadership team, the Director of Human Resources (DHR) champions the health of the organization and the needs of our employees. The Director of Human Resources designs and leads HR practices, policies and procedures that support an employee-oriented, community-centered and culturally responsive organization.

- Professional Development (PD) – Champions the development of Adelante Mujeres staff; coordinates and delivers Supervisory Trainings.
- Direct Supervision – Leads the recruitment and supervision of the Facilities Manager.
- Hiring – Manages the hiring process. Provides support to supervisors including writing and reviewing job descriptions and announcements, recruitment and screening, interviewing and records retention.
- Organizational Strategic Thinking – Develops Adelante’s HR strategies and objectives in line with organizational priorities.
- Organizational Culture – Champions Adelante Mujeres culture.
  - Sustainability: Plans and assures for implementation of practices to support the long-term well-being of Adelante staff, the protection of the environment, and the care of buildings and goods used by Adelante.
  - Diversity, Equity & Inclusion (DEI): Provides a DEI lens, expertise and input to all employee related programs and issues.
• Performance Management – Leads the design and implementation of the performance management system. Monitors the implementation of performance improvement processes.

• Human Resources (HR) Support – Designs and supports the critical aspects of employee lifecycle. Provides human resources counsel and coaching. Conducts job evaluations and updates job descriptions. Supervises Human Resources consultants, attorneys, and training specialists as needed.

• HR Policies – Guides management and employee actions by writing and updating HR policies including communication and training ensuring legal compliance and consistency with organizational values and policies.

• Employee Benefits
  ▪ Obtains cost-effective, employee-serving benefits.
  ▪ Owns the renewal process and administers plans.
  ▪ Leads the development of benefit orientations and other benefit training.
  ▪ Manages employee Paid Time Off in compliance with federal, and state laws.

• Compensation – Owns the annual updating of the organization wage and salary structure.

• Human Resources Information Systems – Reviews filing and information systems and suggests improvements to support organization growth.

• Legal Compliance – Complies with federal, state, and local HR legal requirements.

• Succession Planning – Monitors progress on plans and emphasizes importance of strategic workforce planning as the organization grows and increases its commitments to the community and grant funders.

QUALIFICATIONS:

Required Qualifications

• Education: Bachelor’s Degree in Human Resource Management or related field, or a combination of education and work experience
  o HR domain knowledge in specific areas such as Hiring, Compensation and Benefits

• Experience: Minimum of 3 years work experience in Human Resources management and a minimum of 2 years supervisory experience

• Skills:
  o Bilingual English/Spanish
  o Cultural understanding of Latino community and workforce
  o Strong computer skills and proficiency in Microsoft Office Suite
  o Ability to handle sensitive and confidential situations and documents

Desired Qualifications and Skills

• SHRM (Society for Human Resource Management) or other HR certification
• Passionate about education, social justice, diversity, and women’s empowerment
• Must enjoy working with and be sensitive to the needs of low income and minority families
• Ability to think and plan strategically and execute operationally
• Coaching and mentoring skills for team building, leadership and supervisor development
• Ability to manage emergencies and support the resolution of conflicts and crises
• Excellent communication skills, verbal and written, including strong spelling, grammar, and proofing
• Strong initiative and reliability
• Strong time management capabilities

Additional Requirements:
• Must complete Criminal Background Check
• Possess current driver’s license, good driving record, and auto insurance coverage
• Ability to travel out of town to attend workshops or trainings

SALARY & BENEFITS:
• Salary range: $55K - $70K depending on qualifications
• Full-time
• Benefits: health, dental and long-term disability, professional development opportunities, paid holidays (11.5 days annually), sick days (up to 12 days annually) and vacation per year (20 days years one through five, 25 days after five years)
• Opportunity for broad and impactful work with a visionary, growing organization

REPORTS TO: Executive Director

Candidates with experience working in diverse communities are highly encouraged to apply.

TO APPLY:
Please submit the following material electronically (PDF preferred) to lwilliams@adelantemujeres.org (no phone calls, please)
• A one-page cover letter clearly outlining your qualifications, experience and interest in the position and Adelante Mujeres
• A resume detailing relevant experience, qualifications, work history, education and accomplishments
• Three professional references may be requested later in the hiring process

Thank you for your interest in employment at Adelante Mujeres. We will be contacting the applicants that meet our Required Qualifications and whose applications indicate a strong combination of relevant experience and desired qualifications and skills.

Closing date: Open until filled  Anticipated start date: May 15, 2019

EEO STATEMENT: Adelante Mujeres provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, sexual orientation, marital status, national origin, age, mental or physical disability (including genetic characteristics), pregnancy, perceived pregnancy, childbirth, breastfeeding, or any related medical condition, or special disabled veteran in accordance with applicable federal and state laws.