

Job Title: Human Resources Manager

Supervisor: Chief Executive Officer

Location: Main Office

Shift: Flexibility on both sides

Employment Status: 20 hours/week 0.5 FTE; non-exempt, \$15/hr.

Position Summary: Responsible for overseeing the recruitment, hiring, orientation and evaluation of program and administrative staff. This position works closely with staff to develop/update job descriptions and evaluation forms. This position is responsible for ensuring agency compliance with all labor laws and practices.

Essential Duties and Responsibilities:

- Oversee hiring of new staff and serve on hiring committees.
- Advertise job openings
- Oversee the annual employee review process
- Manage initial employee set up of payroll, email, server access
- Coordinate computer staff needs
- Work with supervisors to maintain up-to-date protocols for staff supervision
- Work with supervisors to develop and implement a plan for in-service training of staff
- Work with supervisors to ensure that all staff and volunteers are up-to-date on policies and procedures
- Work with supervisors regarding staff performance issues and supervision
- Create policies and procedures, as needed
- Ensure management actions conform to employee handbook and labor laws
- Update employee handbook, as needed
- Ensure employee documentation is securely maintained at all times
- Ensure the agency is in compliance with all labor laws and practices
- Manage calculations and accruals of benefits
- Back up payroll duties
- Other duties, as assigned

Knowledge, Skills, and Abilities

- Knowledge of and experience in human resources.
- Excellent oral and written skills, attention to detail with excellent judgment and strong interpersonal skills.
- Demonstrated skills in human resources management and personnel supervision.
- Ability to use Microsoft office Programs: Word, PowerPoint, Excel, Outlook
- Ability to use office equipment.
- Well organized, creative, empathetic, and people oriented.
- Knowledge, experience, and ability to relate to, communicate and work with people from diverse backgrounds and underserved communities.
- Knowledge and ability to practice cultural humility.
- Knowledge of and commitment to continual learning in the areas of oppression and privilege
- Experience in crisis intervention and ability to present a calm approach to crisis situations.
- Experience in appropriately managing confidential information.
- Demonstrate effectiveness as a trainer skilled in adult learning methods.
- Ability to be pro-active, work independently, multi-task and prioritize work appropriately

- Ability to manage self-care; balance of work and personal life effectively
- Ability to give and receive positive and constructive feedback

Qualifications:

- Experience in human resources and training or an equivalent degree
- 1 year of experience in QuickBooks a plus
- Bilingual English/Spanish preferred
- Commitment to the Womenspace Mission
- Successful completion of the Womenspace training program within the last 3 years or active employment at Womenspace. (Includes the 32-hour DHS training and onsite shadowing).

Can be completed after hire

Application Procedure:

- Visit our website womenspaceinc.org to download application.
- Submit a cover letter, resume and application.
- Only submissions with all parts completed will be considered.
- Submissions can be mailed to: Womenspace, Attn: Human Resources, PO Box 50127 Eugene, OR 97405 or emailed to humanresources@womenspaceinc.org (Submitting in person also accepted).
- Open until filled.

The mission of Womenspace is to prevent domestic violence in intimate partner relationships in Lane County and support survivors in claiming personal power.