

## **Director of Human Resources Job Description**

**Organizational Description:** Founded in 1994, the National Latina Institute for Reproductive Justice (Latina Institute) builds Latina/x power to fight for the fundamental human right to reproductive health, dignity, and justice. We center Latina/x voices, mobilize our communities, transform the cultural narrative, and drive policy change. We amplify the grassroots power and thought leadership of Latinas/xs across the country to fuel a larger reproductive justice movement.

**Position Description:** Latina Institute seeks a highly-qualified candidate committed to social justice to join the team as Director of Human Resources. This role will lead strategy, planning, direction, and coordination of personnel and administrative functions of the Latina Institute. They will help develop organizational culture practices and programs; oversee recruitment and hiring; plan, administer and update personnel policies; coordinate, oversee, and deliver trainings; and serve as a liaison between management and employees. Our Human Resources Director must be well-versed in communication and mediation; possess strong organizational and analytical skills; be a strong and clear writer; be values-driven; and have a strong personal code of ethics and commitment to social justice and health equity.

The Director of Human Resources will report to the Managing Director and will be expected to support Latina Institute staff throughout the country.

**Location:** NYC Metro/DC Metro (Hybrid)

Latina Institute operates as a remote organization but requires some roles to be based in specific locations and to operate in a hybrid way. Due to the nature of this particular role, you must be able to travel to various locations around the country, including the New York or DC office spaces, to work from and participate in in-person events, meetings, and complete required activities or tasks.

**Employee Status:** Full Time, Exempt, 40 hours per week  
Flexible schedule of Monday - Friday between an 8am – 7pm EST

**Responsibilities include (but are not limited to):**

- Develop and support plans and activities to enhance performance and support employee growth:
  - Develop and implement regular evaluation processes throughout the organization.
  - Create processes for implementing and tracking regular staff-wide trainings.
  - Work with departments to support specialized staff training as needed.
- Lead strategy for and manage overall organizational recruitment program:
  - Review and approve job descriptions and postings.

- Oversee and execute hiring processes, including screenings, interviews, and orientations.
  - Finalize and approve offer letters, start dates, and onboarding processes.
  - In coordination with operations, oversee implementation of onboarding and off-boarding procedures and exit interviews.
- Maintain and expand knowledge and understanding of existing and proposed federal, state and local labor laws/regulations affecting human resource management.
  - Ensure adherence to requirements by developing and maintaining processes for HR administration and compliance in all places where Latina Institute operates.
  - Oversee execution of all necessary paperwork.
  - Advise Executive Director, Managing Director and Board on needed actions.
  - Monitor existing and new legislation to stay up to date on HR compliance requirements.
  - Identify trends that could affect organizational objectives and/or operational resources.
  - Interpret appropriate laws and policies and advise management, employees and retirees accordingly.
- Serve as a strategy partner to the Executive Director, Managing Director (and other Senior Directors as necessary) to develop and support organizational culture programs, policies, and processes to promote a sustainable, safe and resilient worker culture:
  - Manage an effective employee relations strategy that ensures the overall well-being of staff, and a safe working environment free from discrimination and harassment.
  - Conduct workplace investigations and resolve employee complaints.
  - Work with the Executive Office to develop and implement organizational culture shift and sanctuary building.
- Plan, direct and supervise all activities relating to administering and maintaining payroll and employee benefits programs:
  - Develop, implement and control programs to ensure cost effectiveness, market competitiveness and internal equity among employees.
  - Oversee the administration of the benefits programs including insurance, PTO, leaves of absence, and employee assistance.
- Establish, maintain, and oversee administration of employee policies, procedures, and programs.
- Oversee and administer all other human resources services, including:
  - Employee counseling
  - Compliance with office regulations and employee treatment
  - Employee safety and welfare
  - Policy development, citation, and documentation

- Employee-to-employee mediation and facilitation
- Manage HR records, data integrity and provide HR reports and analysis as needed.
- Other responsibilities and duties as are customarily performed by HR Directors and, on occasion, duties and responsibilities assigned by the Managing Director or the Executive Director.

**Supervisory Responsibilities:**

- Manages employees in the HR department.
- Acts as coach and mentor to all employees in the HR department.
- Provides constructive and timely performance evaluations.
- Handles discipline and termination of employees in accordance with company policy.
- Assess the HR team and identify the key roles needed to execute the organizational culture strategy.
  - Successfully build and manage an HR team with a wide range of skill sets.

**Physical Requirements:**

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.
- Must be able to file and sort papers and perform physical tasks.

**What You Will Need to Be Successful:**

- Bachelor's degree in human resources or related field, or equivalent experience.
- At least five years of progressively responsible experience in human resources, preferably at a social justice organization.
- SHRM Certified Professional (SHRM-CP) or SHRM Senior Certified Professional (SHRM-SCP) current certification preferred.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical, problem-solving, and data analysis evaluation skills.
- Strong leader with the ability to build and supervise a strong team with a wide range of skill sets.
- Experience with mediation and restorative justice practices preferred.
- Excellent presentation skills.
- Strong code of ethics.
- Ability to approach problems and challenges with curiosity and a solutions-oriented attitude.
- Excellent written and verbal communication skills.
- Bilingual in Spanish.
- Excellent interpersonal and customer service skills.
- Ability to travel around the country about 20% of the time.

**Salary Range:** \$95,000 - \$110,000 based on experience.

Our comprehensive package of benefits includes:

- Medical, dental, and vision plans

- Vacation, personal, wellness and sick time
- Retirement plan, including employer match
- Paid parental leave
- \$1,000 towards professional development/wellness

**Benefits:** The Latina Institute offers excellent benefits for full-time employees, including health/vision/dental insurance, 401(k) benefits, vacation, and sick leave.

**Application Procedure:** Please send your resume and cover letter via e-mail to [humanresources@latinainstitute.org](mailto:humanresources@latinainstitute.org). Please include in the subject line: **Applicant – Director of Human Resources**

National Latina Institute for Reproductive Justice is an equal opportunity employer, committed to inclusive hiring and dedicated to diversity in our work and staff. We do not discriminate in employment opportunities or practices on the basis of actual or perceived race, color, religion, national origin, sex (including pregnancy, childbirth or related medical conditions), age, marital status, sexual orientation, gender identity or expression, veteran status, uniform service member status, disability or any other characteristic protected by law. Women, people of color, including bilingual and bicultural individuals, LGBTQ+ persons, and people with disabilities are encouraged to apply.