

Job Title: Operations & HR Manager
Location: Remote (any state/location)
Reports To: Deputy Director
Status: Full-time, exempt
Salary: \$70,000-\$77,000 depending on experience and location
Deadline: Applications reviewed on a rolling basis, prompt submission strongly encouraged

ORGANIZATION

Mijente is a digital and grassroots hub for Latinx and Chicanx movement building and organizing. Launched in 2015, Mijente seeks to strengthen and increase the participation of Latinx people in the broader movements for racial, economic, climate and gender justice. Mijente has since become a widely sought after entry point and partner for Latinx people and communities across the United States, Puerto Rico, and internationally, to study and train together, to organize and grow power against, without, and within the state and to create the art, music, and space for healing that has transformed our network into a political home. As our organization grows, in 2021 we are strengthening our organizing infrastructure and seeking individuals with a passion for movement-building and grassroots organizing. Mijente is part of a family of organizations: Mijente (501c4), Mijente Support Committee (501c3), Mijente PAC (political action committee).

POSITION SUMMARY

The Operations and Human Resource Manager is responsible for the overall management of all Human Resources functions and duties, including overseeing personnel policies, hiring processes, compliance audits and updates, benefits administration, disciplinary processes, grievance resolution, salary administration. The position also provides administrative and logistical support to organizational programming and events.

RESPONSIBILITIES

- Lead hiring processes, including the search for candidates, coordination of interviews, corresponding with candidates and developing offers.
- Manage the administration of personnel policies and personnel records. Maintain awareness and knowledge of labor law and assure agency compliance including providing guidance to staff on best practices.
- Coordinate new employee orientation and be the point person to guide through the onboarding process.

- Administer complete benefits package including health and dental insurance, workers' compensation, unemployment, vacation, sick leave and leaves of absence. Work with Finance department to monitor administrative costs of benefits programs and recommend cost containment strategies.
- Maintain open-door policy to cultivate a supportive work environment for all employees.
- Field escalated HR complaints and sensitive grievances with awareness of when to refer to Executive Directors and/or Board.
- Working with relevant staff oversee development and implementation of safety and health programs.
- Work with the Managing Director to oversee the performance evaluation process ensuring timeliness and consistency.
- Conduct ongoing evaluation of all human resources practices, policies and programs. Protect interests of the organization in accordance with human resource policies and governmental laws and regulations.
- Conduct employee exit interviews, ensure appropriate forms are completed and Mijente property returned.

Operations:

- Receive and respond to organizational inquiries.
- Maintains an organizational directory; provides support in making connections amongst allies, stakeholders and members.
- Maintains organizational digital and physical filing system.
- Orders and maintains supplies. Sorts incoming mail, routing it to its final recipient and deposits outgoing mail
- Liaison with vendors for services prepares agendas, gathers and organizes supporting information, and oversees production and distribution of related materials
- Provides logistical support for organizational events, including food, child care, translation coordination as needed.
- Maintain the organizational calendar.
- Implements changes or enhancements to procedures to improve productivity, efficiency and service.
- Records and summarizes meeting notes - board, staff, leadership circle.

REQUIREMENTS

Core HR

- Proven human resources skills and knowledge. Generally, this would take a minimum of five years of experience in nonprofit human resources management to develop the skills and experience we are expecting. SPHR Certification desired but not required.
- Understanding and knowledge of HR functions and compliance with laws that govern non-profits.
- Knowledge and experience in organizational planning, organizational development,
- Knowledge of staff relations, staff safety, staff engagement, and staff development.

Personal Qualities

- Ability to establish credibility and be decisive while maintaining positive employee relationships in service to the mission.
- Excellent writing and communication skills.
- Strong management and interpersonal skills.
- Good judgment to manage sensitive and confidential matters.
- Ability to organize and prioritize a complex work plan with ever-changing priorities including flexibility in regard to emerging digital culture.
- Experience with administering complex policies and procedures.
- Ensures confidentiality
- understands and works within approved budget
- Optimistic and resourceful, with strong self-awareness, cultural competence, emotional intelligence, and humility; grounded and flexible with a high degree of integrity and transparency.
- Ability to adapt as needed, self-manage, and prioritize between and manage multiple demands.
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- Willingness to travel.

SALARY AND BENEFITS

Salary range is competitive and commensurate with the candidate's experience and skills. Benefits include comprehensive health (medical and dental), two weeks' vacation plus PTO days, sick and family leave.

TO APPLY

Applications are reviewed on a rolling basis until the position is filled. To apply please submit your resume along with a cover letter via email as promptly as possible to info@mijente.net. Please include in the subject line the position title. We cannot respond to telephone or email inquiries.

Mijente and Mijente SC are an equal opportunity employer. Mijente prohibits unlawful discrimination against any employee or applicant for employment based on race, color, religion, sex, gender identity, age, national origin, genetic characteristics, disability, status as a special disabled veteran or veteran, marital status, sexual orientation, sexual identity or any other basis prohibited by law.