



Ohio Alliance to End Sexual Violence

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## Position Description for: Human Resource Manager – Remote / Contractual

Ohio Alliance to End Sexual Violence (OAESV) is Ohio's members-based statewide coalition. OAESV strongly believes that there is power and strength in our collective voices. A primary function of the coalition is to ensure there is a continuum of timely, inclusive, and effective supports, services, and resources for all individuals who have been impacted by sexual violence and want that access. We do this work through an anti-oppression lens.

OAESV seeks a **Human Resource (HR) Manager** to work in all facets of HR from onboarding through exit transitions, helping to establish and drive people policies. The HR Manager will focus on the compliance of employee and labor relations, employment laws, increasing retention, and enforcing company policies and practices. The HR Manager works closely with the Vice President of Operations and OAESV Core Leadership Team. We are looking for an individual that is passionate about shaping the overall people strategy of the organization; has enthusiasm for creating social change; understands that our most valuable asset is our staff; has excellent communication skills with all levels of the organization; and is culturally sensitive.

All applicants must be familiar and agree with OAESV's mission statement and philosophy regarding the elimination of sexual violence, anti-oppression, empowerment, inclusiveness, and social change.

Ideal candidates will have a solid understanding of the root causes of sexual violence, knowledge of macro-level, statewide work, and the need for policies and strategies that have a trauma-informed lens. As is the case with all positions on our team, the selected candidate will be expected to think outside of the box, to be solution-focused, and to find opportunity amid challenges.

The ideal candidate will have empathy and be a trauma-informed, social justice warrior and a big picture visionary. They'll have a positive attitude, high professional standards, and passion for the mission of OAESV. In addition, candidates should be outcome-oriented, and interested in being part of a progressive, mission-driven team. They should have a mind for strategic planning and work with intention and accountability.

### **SALARY INFORMATION:**

- \$23.00 to \$25.00 per hour
- 12 Hours a Week
- Please note this is a contract position that does not include benefits

**REPORTS TO: Vice President of Operations**

## ESSENTIAL DUTIES AND RESPONSIBILITIES

- Coordinate all onboarding functions for new hires, including, but not limited to, issuing offer letters, initiating background checks, and managing new hire paperwork
- Assisting with new hire orientations
- Maintain employee information in HRIS (ADP)
- Perform routine tasks required to administer and execute employee relations including, but not limited to, compensation analysis, benefits, and leave; performance management and disciplinary matters; disputes and investigations; performance and talent management; occupational health and safety; and training and development
- Handle employment-related inquiries from applicants, employees, and supervisors, referring complex and/or sensitive matters to the appropriate staff
- Schedule, attend, and participate in employee disciplinary meetings, terminations, and investigations, as needed
- Coordinate exit transitions, including conducting exit interviews, communicating with staff during and after transition process, and calculating remaining benefits and time off
- Maintain compliance with federal, state, and local employment laws and regulations, and recommended best practices; review policies and practices to maintain compliance
- Enhance retention rate and recruitment strategies
- Provide HR training to improve processes, with an emphasis on remote and statewide structures
- Assist with the team building, educational, and engagement opportunities, including agency offsites, both in person and virtual
- Develop and manage agency-wide trainings and orientation materials
- Maintain employee records
- Provide technical support, troubleshooting, and guidance
- Collaborate with leadership to identify system improvements and enhancements; recommend and implement solutions through the full change management lifecycle
- Manage Verification of Employment (VOE) requests
- Be accountable not only for direct responsibilities outlined in this job description but also to serve fellow staff and other constituents with whom position interacts. Ensure actions and communications follow core values.

## QUALIFICATIONS – Anti-Oppression Approach, Knowledge of Sexual Violence, & HR and Nonprofit Management Skills:

- Excellent interpersonal and communication skills to interface with all levels of the organization
- At least 2 years of experience working in Talent Acquisition, or Human Resources, or a combination of both
- Experience with interview scheduling and logistics
- Experience in creating training materials
- Excellent organization skills
- Ability to quickly and effectively adapt to change

- Proven problem solving and decision-making skills
- Self-motivated and able to self-manage projects and tasks
- Excellent attention to detail, ensuring tasks are completed with accuracy
- Individual contributor and ability to work with a team
- Ability to maintain a high degree of confidentiality, work independently, and follow up on projects and issues
- Excellent time management skills with a proven ability to meet deadlines
- Ability to prioritize tasks and to delegate them when appropriate
- Knowledge of employment-related laws and regulations
- Proficient with Microsoft Office Suite or related software
- Ability to work in a non-traditional work environment and with a virtual team, utilizing Outlook, Zoom, Microsoft Teams, and Slack as primary means of communication
- ADP experience is a plus
- Proven ability to switch from one task to another with competing priorities

### **HOURS & LOCATION OF WORK**

This is a contractual position (12 hours/week), requiring and offering flexible hours. Some evenings and weekends may be required. As part of a statewide coalition, the HR Manager may be based from a remote office anywhere in Ohio, with the ability to communicate regularly with OAESV staff and to travel throughout the state as needed, including for regular all-staff meetings.

Ohio Alliance to End Sexual Violence is an equal opportunity employer. OAESV values the importance of addressing issues of racism, homophobia, ableism, and other issues of oppression in order to make services accessible to all individuals regardless of race; color; sex; gender identity and expression; sexuality; national origin; religion; age; ethnic background; and social, economic, immigration, marital, physical, and/or mental status. People from historically underserved communities are strongly encouraged to apply.

Please submit cover letter and resume to [www.oaesv.org/2022EmploymentApplication](http://www.oaesv.org/2022EmploymentApplication) Please highlight any experience that specifically addresses the essential functions.