

## ANEW: BUILDING BEYOND VIOLENCE AND ABUSE

### Job Description

<b>Title:</b> Human Resources & Operations Manager	<b>Department:</b> Administration
<b>Type:</b> Full-Time	<b>Reports To:</b> Chief Executive Officer
<b>Classification:</b> Non-exempt	<b>Supervises:</b> Office Manager

#### Job Summary

Anew is a dynamic domestic violence prevention and services organization with dedicated staff working in a high stress environment. Anew is seeking an emotionally intelligent and approachable Human Resources and Operations Manager with an expert skill level in maintaining confidentiality. This individual has experience collaborating with other departments, working independently, and improving HR and facilities programs based on best practices. The Human Resources & Operations Manager thrives in a complex organization with a changing environment.

The Human Resources & Operations Manager is a member of Anew's Administration department. The position's work responsibilities center around supporting Anew's efforts to be a trauma-informed, diverse, equitable, and inclusive workplace with an emphasis on employee engagement, support, and retention. The position will focus on various HR and operations related responsibilities, including talent acquisition/management/retention, employee engagement, compensation and benefits, compliance, and safety. This position will additionally focus on facilities management by ensuring that Anew maintains operational, safe and clean work spaces and equipment. This encompasses physical workplace infrastructure as well as utilities at all Anew locations.

#### Duties and Responsibilities

##### Human Resources

- Support Anew's efforts to be a trauma-informed, diverse, equitable, and inclusive workplace with an emphasis on employee engagement, support, and retention.
- Design, update, and implement employee policies and procedures, helping to ensure policies and procedures support Anew's efforts to be a trauma-informed, diverse, equitable, and inclusive workplace with an emphasis on employee engagement, support, and retention.
- Oversee comprehensive benefits administration for Anew. Ensure employees are aware of all benefits offered, facilitate educational sessions about benefits, open enrollment presentations and act as the liaison with third party benefits brokers; coordinate open enrollment in partnership with brokers and ensure employees benefits are up to date, accurate and in compliance with legal statutes.

- Ensure Anew meets all human resource and benefits related legal compliance reporting requirements including, but not limited to, preparing and submitting statistics and reports to government entities to maintain compliance.
- Work in conjunction with finance to ensure accurate processing of biweekly payroll and benefits administration (i.e. insurance, PTO, employee leave, etc.).
- Lead hiring process in collaboration with hiring managers inclusive of full cycle talent acquisition and onboarding processes, such as creating/revising/posting job descriptions, participating in the interview stage when appropriate, and evaluating and updating processes as needed.
- Work with hiring managers, employees, and employment attorneys to ensure that all human resources-related matters are handled appropriately and in compliance with applicable local, state, and federal laws and regulations.
- Regularly research market trends in compensation and benefits and make recommendations to enhance compensation and/or benefits in line with Anew's Compensation Philosophy.
- Collaborate with leadership team to create, implement, and evaluate a rewards and recognition program.
- Provide support/coaching to hiring managers, and employees on performance review/management and termination processes. Conduct mediation/conflict resolution sessions as needed.
- Prepare and submit employee-related statistics and reports to other departments as requested to assist with maintaining compliance of grant contracts and other funding related requirements.
- Oversee required employee training consistent with federal and state laws. Create an employee professional development program to support ongoing education and growth for Anew employees.
- Update and maintain employee files, including personnel and health files.
- Serve as the facilitator for Anew's Employee Relations Committee and administer the annual Employee Engagement Survey. Analyze results and make recommendations to Anew's leadership and Board of Directors to improve employee relations. Present and discuss results with all Anew staff.
- Create and disseminate monthly News @ Anew internal newsletter in collaboration with CEO.
- Participate in professional development training to enhance knowledge of human resources best practices as approved by CEO.
- Attend monthly Administrators meetings, quarterly All-Staff meetings, and other meetings designated by the CEO.
- Other duties as assigned.

### **Operations**

- Oversee all office related systems, including utilities, telecommunications, and housekeeping.

- Oversee maintenance of agencies' locations, including working with administration staff to track and resolve maintenance needs and trends. Assist directors with creating a capital improvement plan for long-term facility maintenance.
- Ensure Anew facilities are in compliance with government code requirements and inspections.
- Review, negotiate, and manage vendor contracts and equipment leases/purchases related to facility operations.
- Oversee facility improvement projects. Work in collaboration with Director of Grants and Contract Compliance to implement capital grant funded improvements.
- Train and supervise Office Manager in operations tasks.

### **Qualifications**

- Bachelor's degree in Human Resources, or related field with at least 3 years of human resources experience required. Experience in a non-profit, social service, or trauma-related environment is a plus.
- Demonstrated experience in multiple human resources functions, including employee engagement/relations, talent acquisition, compensation and benefits, and performance management. Experience working with Paychex is a plus.
- Complete Domestic Violence 40-Hour Training upon hire.
- Proficient in use of Microsoft Office applications. Ability to utilize software and work with databases.
- Excellent research and problem-solving skills.
- Excellent verbal and written communication skills, interpersonal skills, and conflict resolution skills.
- Must be detail-oriented with the ability to organize and prioritize work and meet deadlines.
- Must have reliable means of getting to primary office location.
- Must be able to operate general office equipment.
- Ability to handle sensitive information in a confidential manner required.
- Ability to demonstrate the values of Anew.

### **Compensation and Benefits**

The hiring range for this salaried position is \$60,164 to \$63,507 for a 40-hour week. Anew offers benefits including 14 paid holidays; 20 days of Paid Time Off (PTO) annually; medical, dental, vision and life insurance; employee assistance program, short-term and long-term disability; and the ability to contribute to our 403(b) plan with a 3% company match. This position is also eligible for Aflac benefits.

If you are interested in applying for this position, please email your cover letter and resume to [careers@anewdv.org](mailto:careers@anewdv.org).

Anew is an equal opportunity employer and values a diverse workforce. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation,

gender identity or expression, national origin, genetic information, age, disability status, protected veteran status, or any other category protected by law.

For more information about Anew: Building Beyond Violence and Abuse, please visit our website at [www.anewdv.org](http://www.anewdv.org)