



Human Resources Director Job Summary

Before applying, please review the full job description here: <https://nwirp.org/jobs>

Summary:

NWIRP seeks a passionate and talented Human Resources (HR) Director who is eager to administer and lead the varied aspects of NWIRP's human resources needs and expand its capacity. In this role, you will work closely with the unionized staff and management team to support NWIRP's culture of justice, equity, diversity, and representation during one of the most dynamic times in our history. We bring our core values of fairness, self-determination, and inclusion into all aspects of our work, and seek you, an individual who can manage and expand current HR programs grounded in NWIRP's values and principles.

As our ideal candidate, you have a combination of strong personal, interpersonal, and organizational competencies. You are collaborative, self-aware, values-based, and an avid learner. You are an engaged, active listener, and have well-honed relational skills that enable you to develop and maintain trust with your colleagues.

We welcome candidates with an interest in working from any of our four offices in Granger, Seattle Tacoma, and Wenatchee though currently it is being supported from our Seattle office. This role will support our other offices remotely and may travel to other NWIRP offices as needed. At the current time, NWIRP staff is primarily working remotely, due to the pandemic but we are exploring a hybrid work model for our return to the office, and a timeline for that will be shared in the future with plenty of anticipation. During remote operations, this position will still be expected to be in the office occasionally (up to 5 times per month).

Commitment to Inclusivity, Equity, and Representation:

Northwest Immigrant Rights Project is an equal opportunity employer committed to having a diverse staff, board, and volunteer base reflective of the communities we serve and that enhances our ability to create a vibrant environment where all members of the NWIRP community thrive. We strongly encourage applications from individuals who identify as Black, Indigenous, People of Color (BIPOC), immigrants (including people who were formerly detained, undocumented, or who have navigated the immigration legal system), women, people living with disabilities, members of the LGBTQ+ community, and individuals with diverse cultural backgrounds and language abilities.

NWIRP is committed to providing a work environment free from discrimination and harassment. NWIRP does not discriminate on the basis of class, race, color, sex, marital status, sexual orientation, gender identity, veteran status, political ideology, age, creed, religion, ancestry, national origin, or the presence of any sensory, mental, or physical disability. Excepting any undue hardship, NWIRP will provide reasonable accommodations upon request for candidates taking part in all aspects of the selection process. Please contact HR@nwirp.org.

Job Responsibilities:

You will thrive in this position if you are a highly empathetic, collaborative leader and coach, strategic thinker, and a strong communicator in order to: Collaborate in expanding and improving HR strategy and programs. Direct knowledge of and experience with all major human resources functions and their administration including workforce planning, recruitment, retention, compensation, employee and labor relations, employment law, and diversity and inclusion; You will also be key in furthering union-management collaborations and ensuring best practices in organizational policies and procedures. You will report to NWIRP's Executive Director.

Required Character Traits:

Above all, you must have significant and deep experience with the communities NWIRP serves and be committed to immigrant rights and our social justice [mission, vision, and values](#). You demonstrate cultural humility, and empathy when working with underrepresented and historically marginalized groups. You communicate clearly and concisely in writing and verbally. You have excellent interpersonal skills. You exude high personal integrity and professional maturity in order to establish trust, including openly accepting feedback on your performance. You always maintain confidentiality. You tenaciously carry out assigned projects to their completion.

Required Technical Qualifications:

You have at least 5 years of experience in human resources—or equivalent—role. You have a proven track record of growth and achievement in talent and human resources functions, and a vision for building and supporting just, equitable and collaborative cultures. You must also have extensive knowledge in leave management, engaging in accommodations and employee investigations, Statutory and Federal laws, ERISA, COBRA, ADA, FMLA, EEOC, and other employment and labor laws.

Required Organizational Competencies:

You are experienced with and committed to working in multilingual environments. You deeply understand nonprofit sector personnel practices and applicable federal and state laws regulating hiring and collective bargaining matters. You are committed to a "continuous improvement" approach to systems and tasks. You are sensitive to the dynamics of organizational, union, and political intersections.

Preferred qualifications include:

- 2+ years in an HR generalist role
- HR professional experience in a unionized workplace
- Possession of one or more HR certifications (SHRM- CP or PHR)
- Supervisory or director-level experience.

Compensation and Benefits:

This is a full-time management position that is overtime-exempt and excluded from the Union. Salary is dependent wholly on relevant experience. In 2022 the beginning salary for candidates with no relevant director-level experience is \$84,173.00, while for someone with ten years of relevant director-level experience is \$104,280.00. NWIRP offers a generous benefits package, including:

- Fully paid health, vision & dental plans for employee level coverage with employer-funded HRA and HSA options;
- FSA and Dependent Care accounts;
- 3% in employer retirement contributions;
- Generous paid health-related leave and vacation (15 days during your first year);
- 12 weeks of paid parental leave plus the ability to extend with state paid leave;
- 14 paid Holidays with the ability to float 5 holidays;
- Subsidized transit pass if based out of Seattle;
- Employer-paid disability/life/AD&D coverage; Long-term care insurance;
- 4 weeks of paid sabbatical after every five years of employment at NWIRP;
- Eligibility to earn compensatory time.

How to Apply:

Please apply online by submitting your cover letter and resume via [NWIRP's Career Page](#). In your cover letter, please describe (1) your particular interest in NWIRP and this position, (2) how your professional and life experiences inform your approach to equity work, and (3) how a publication you've encountered

informs your approach to HR work. All applications are given serious consideration as soon as they are received. **Applicants are strongly encouraged to apply by April 22, 2022, but the position will remain open until filled.**