



The Context:

At Northwest Immigrant Rights Project (NWIRP), we are looking for a passionate and talented Human Resources Director. 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 build an inspiring HR program intentionally grounded in NWIRP's values and principles.

Since 1984, NWIRP has been on the frontlines of protecting and defending immigrant rights and we have seen a dramatic increase in the need for our work. Due to the political landscape and attacks on immigrant rights, we are experiencing heightened visibility and substantial growth, having added over 50 employees to the team since 2017.

Each year, we provide direct legal representation and assistance in immigration matters to thousands of people with low incomes who come from over 130 countries and speak over 60 different languages. At NWIRP, we challenge unjust policies through high-impact lawsuits and advocate for laws and policies that respect the rights of immigrants. We are also trusted providers of immigration-related community education for immigrant communities and social service providers. We are over 100 employees strong and have an annual budget of over \$12 million.

The Opportunity:

At this critical time, we seek someone who is eager to administer and lead the varied aspects of NWIRP's human resources (HR) needs across all employee classifications at all four of our Washington State offices in Granger, Seattle, Tacoma, and Wenatchee. We anticipate you will work from our Seattle office, but we welcome candidates with an interest in working from any of our offices. Regardless of the position's location, you will occasionally travel within the state to each office.

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 listener, open and articulate, and have well-honed relational skills that enable you to develop and maintain trust with your colleagues. You are adaptive. You know when to be action-oriented and 'roll up your sleeves' to do the clerical tasks behind the scenes. Or when to be a coach and mentor. Or when to be a strategic partner,

leveraging a nuanced understanding of the organizational culture to gain buy-in and implement important organization-wide initiatives.

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 people of color, immigrants (including individuals who were formerly detained, undocumented, or who have navigated the immigration legal system), women, people with disabilities, members of the LGBT community, and other underrepresented and historically marginalized groups.

It is the policy of NWIRP to comply with all applicable federal, state, and local laws prohibiting employment discrimination. 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.

Job Responsibilities:

You will thrive in this position if you are deeply committed to justice, equity, diversity, inclusion and representation when fulfilling all of the responsibilities listed below.

Recruiting, hiring, onboarding and offboarding:

You will:

- Advise and assist NWIRP supervisors as they craft job descriptions and seek candidates for employee, intern, and volunteer opportunities; and
- Ensure the attraction and timely employment of mission-driven individuals with a variety of backgrounds and identities; and
- Post openings to a diversity of relevant outlets; and
- Ensure consistent screening and interviewing practices across the organization; and
- Create a positive recruiting, hiring, and onboarding experience for applicants; and
- Evaluate candidate past experience according to the Collective Bargaining Agreement, draft and send engagement letters, communicate start dates and relevant onboarding information to NWIRP's administrative, information technology, and legal staff; and
- Comply with relevant federal employment eligibility requirements; and
- Create an organizational protocol for—and plan and conduct—new employee orientations; and
- Prepare employee separation notices and related documentation, and conduct exit interviews.

Benefits:

You will:

- Administer Collective Bargaining Agreement-guaranteed benefits, including insurances, policies, paid and unpaid leave, etc.; and
- Act as liaison between carriers, staff and NWIRP finance unit to ensure correct benefits are provided and problems or disputes are quickly resolved; and
- Counsel employees on a variety of benefits questions or concerns; and
- Enroll and make changes to employee benefits in corresponding carrier interfaces; and
- Monitor—and recommend improvements to—benefits design and/or carrier changes.

Staff support:

You will:

- Provide vision, leadership, coordination, and strategic oversight regarding justice, equity—especially racial equity—and wellness initiatives in partnership with all NWIRP stakeholders; and
- Collaborate with NWIRP's finance unit on a variety of administrative matters, such as payrates, payroll, expenses, deductions, professional dues, etc.; and
- Provide meaningful conduits for important employee feedback to be shared and acted upon, ensuring confidentiality when appropriate; and
- Ensure clear internal communications—and staff understanding—of all HR processes and policies; and
- Develop and coordinate communication programs that contribute to information sharing and positive morale; and
- Maintain employee records and personnel transactions, such as hires, promotions, transfers, performance reviews, and separations; and
- Research, implement and maintain a human resources information management system that meets union and management needs and complies with all applicable laws; and
- Track staff, volunteer and board demographics in relation to justice and equity goals; and
- Revise and maintain job descriptions, ensuring consistent organizational best practices and long-term accessibility of past job descriptions; and
- Assist in the promotion and tracking of professional development opportunities for all staff; and
- Advise staff and supervisors regarding discipline and corresponding improvement plans.

Union-management collaborations:

You will:

- Continuously administer NWIRP's Collective Bargaining Agreement, ensuring compliance; and
- Maintain and lead communications with appropriate union and management leaders for exchange of information via standing committees; and
- Assist with the grievance process as necessary; and
- Actively participate in the collective bargaining process, including researching and suggesting bargaining concepts and strategies.

Policies and procedures:

You will:

- Collaborate on the maintenance—and expansion—of HR policies and practices in order to ensure organization-wide consistency, while allowing for flexibility and adaptability; and
- Track legal compliance on all personnel and employment matters, suggesting adjustments when necessary; and
- Study legislation, arbitration decisions, and collective bargaining contracts to stay informed of relevant trends; and
- Create and maintain risk management strategies.

You may complete other required tasks as they are assigned. You will report to either NWIRP's Executive Director or Administrative Director, depending upon your experience level.

Required Skills and Qualifications:

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 competence and cultural humility when working with underrepresented and historically marginalized groups.
- You communicate clearly and concisely in writing and verbally.
- You have excellent interpersonal and negotiation skills.

- You exude high personal integrity and professional maturity, including openly accepting feedback on your performance.
- You always maintain confidentiality.
- You tenaciously carryout assigned projects to their completion.

Technical qualifications:

- You have at least 5 years of experience in a human resources—or equivalent—role.
- You have a proven track record of growth and achievement in talent and human resources functions, focused on building and supporting just, equitable, and collaborative cultures.
- You are skilled in the use of personal computers and an array of information management platforms.

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 Skills and Qualifications:

- You have worked as an HR professional in a unionized workplace.
- You possess one or more HR certifications.
- You have supervisory or director-level experience.

Like our legal services partners, NWIRP has an organizational commitment to confronting injustice and to incorporating equity and inclusion in both the work we do and work environment we create. All staff are expected to uphold this commitment and approach their role with a desire to learn and grow in this area.

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. 2019 beginning salary for candidates with no relevant director-level experience is \$74,550 (2020: \$77,175), while someone with ten years of relevant director-level experience is \$93,124 (2020: \$96,403).

NWIRP offers a generous benefits package, including excellent health, vision & dental plans; 3% employer retirement contributions; paid vacation, parental, and health-related leave; subsidized transit pass; disability/life/AD&D coverage; and 4 weeks of paid sabbatical after six years of employment.

How to Apply:

Please apply online by submitting your cover letter and resume in a *single PDF* via email to hrdirectoropening@nwirp.org. 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 September 2, 2019 for priority review.