

## Human Resources Manager

**Eliminating racism. Empowering women.** YWCA Metropolitan Phoenix's mission lives in the soul of everyone at YWCA because we demand a world of equity and human decency. We envision a world of opportunity. We commit ourselves to the work of justice. Every day, we get up and do the work, until the world sees women, girls, and people of color the way we do: Equal. Powerful. Unstoppable. All YWCA staff members are expected to function as self-directed members of a collaborative team, to model professional standards and the YWCA Mission. Successful candidates are on their own racial justice learning journey. We believe in **Self-Managed Teams (Learning, Creating, and Leading Together), Collaboration, Co-creation, Inclusivity, Respect, Engaged and Engaging, Fun and Joy.**

### Position Summary

YWCA provides an excellent work environment with competitive pay and the opportunity for professional and personal growth. Success in this position will depend upon a positive outlook, solid work ethic, and the ability to operate in a team environment, as well as function independently where required.

**Human Resources Manager** supports with the employee life cycle such as, recruiting, hiring, onboarding and also administrates employee benefits. The successful candidate has at least 2+ years' experience in Human Resources and will be responsible for maintaining employee relations while cultivating a culture that promotes equitable processes and procedures. This position will support in creating a thriving and healthy environment.

We encourage all who are interested and are passionate in working with a thriving organization, who meet most of the minimum qualifications or skills below to apply. If you or someone you know has experience in working with any organization in racial or social justice in Human Resources, please forward or apply.

### Essential Functions

- Implements established processes and procedures and provides recommendations for improvements when necessary.
- Manages talent Acquisition/Recruitment, including hiring, onboarding, and retention.
- Manages the implementation of benefits (health, retirement, flex spending), payroll.
- Maintains confidential and secure electronic employee records.
- Supports with the organization of HR files in established electronic systems.
- Works with proprietary platforms such as Paycor.
- Consults and provides HR guidance when appropriate or necessary.
- In collaboration with CEO Manages and resolves complex employee relation issues.
- In collaboration with CEO conducts effective through and objective investigations when necessary
- Provides HR policy guidance in collaboration with CEO or other executive bodies.
- Provides basic support to hiring managers regarding recruitment, and compensation guidance.
- Some knowledge of legal requirements related to day-to-day employer employee relations, reducing legal risks, and ensuring regulatory compliance.
- Other appropriate duties as assigned.

### Required Skills

- Project management experience
- Demonstrated personal learning journey related to social and racial justice
- Works collaboratively within a team environment
- Ability to take ownership/responsibility of tasks of projects assigned/held



#### Metropolitan Phoenix

- Ability to navigate quickly between projects
- Can coordinate multiple tasks simultaneously
- Ability to be flexible and adaptable to changing work environments, priorities, and organizational needs
- Highly motivated, self-directed, and proactive problem solver
- Ability to navigate with empathy through communities
- Able to inquire with thoughtfulness and kindness while keeping team relationships at the forefront
- Excellent communication skills – both verbal and written
- Bilingual/Spanish proficient, both verbal and written is a plus
- Demonstrated proficiency in Microsoft Office 365, particularly in Excel and or other proprietary platforms

#### Desired Qualifications

- Bachelor's degree or a minimum of 2 years' experience in a similar role at a non-profit and or social services agency.
- Understanding of and commitment to the YWCA mission of eliminating racism and empowering women.

**Responsible to:** Chief Executive Officer

**Job Type:** Full-time, Exempt

**Salary:** \$55,120 - \$66,560

**Schedule:** 40 hours per week. Some weeks may require evenings and weekend hours.

**Work Location:** Glendale Office or remote as scheduled with supervisor.

#### Benefits: *The first of the month after 60-days of employment*

- Health insurance
- Dental insurance
- Flexible spending account
- Life insurance
- Paid time off
- Vision insurance
- Retirement plan (employer contribution after 2 years)

#### License/Certification Requirements:

- Driver's License (Required)
- Must be eligible to work in the U.S. (E-Verify confirmation)
- Arizona Department of Public Safety Background Clearance

#### TO APPLY:

Submit your resume, cover letter to: [jobs@ywcaaz.org](mailto:jobs@ywcaaz.org)

Subject: Human Resources Manager

**Open until filled**

YWCA Metropolitan Phoenix is committed to fostering a diverse and inclusive workplace. We are dedicated to hiring employees who reflect the communities we serve, including women, people of color, LGBTQ2S+ individuals, seniors, and people with disabilities. YWCA Metropolitan Phoenix will accommodate you in all aspects of the hiring process. If you require accommodation, we will work with you to meet your needs.