



## **Job Opening: Human Resources & DEI Manager**

- Job Title:** Human Resources & DEI Manager
- Supervisor:** Chief Director of Operations
- Status:** Full-time, 35 hours a week
- Salary:** \$60,000 - \$80,000 (commensurate with experience)

Applications will be accepted and reviewed on a rolling basis until the position is filled. Interested applicants are invited to send a cover letter and resume to [humanresources@hiaspa.org](mailto:humanresources@hiaspa.org) with the title of the position as the subject of the email. No phone calls, please.

### **MISSION**

HIAS Pennsylvania supports low-income immigrants of all backgrounds as they build new lives in our community. Through immigration legal services and an array of social services, we work to address their needs, defend their rights, and advocate for their equitable inclusion in American society.

### **Summary of Position:**

We have an exciting opportunity for a Human Resources Manager to join us and grow within our organization. We're looking for someone who enjoys working with people and who is comfortable with dealing with sensitive situations.

The Human Resources and DEI Manager will lead and direct the routine functions of the Human Resources (HR) department including hiring, interviewing, and termination of staff, managing compensation, benefits, and leave, and enforcing the agency's personnel policies and practices. The Manager of HR & DEI would also chair the staff DEI committee and would be responsible for implementing the agency's strategic DEI action plan. The Manager of HR & DEI would also serve as the staff liaison on the board HR committee.

The HR and DEI Manager would supervise the HR Coordinator and would work in collaboration with all of the HR vendors and with the benefits broker to ensure that HR functions run smoothly and that personnel matters are addressed in a timely fashion.

### **Core Responsibilities:**

#### **Human Resources**

- Partners with the leadership team to understand and execute the organization's human resource and talent strategy particularly as it relates to current and future talent needs, recruiting, retention, and succession planning.



- Provides support and guidance to managers, and other staff when complex, specialized, and sensitive questions and issues arise; may be required to administer and execute routine tasks in delicate circumstances such as providing reasonable accommodations, investigating allegations of wrongdoing, and terminations.
- Manages the talent acquisition process, which may include recruitment, interviewing, and hiring of qualified job applicants.
- Analyzes trends in compensation and benefits; researches and proposes a competitive base and incentive pay programs to ensure the organization attracts and retains top talent.
- Oversees employee disciplinary meetings, terminations, and investigations.
- In partnership with the Chief Director of Operations, ensures compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews policies and practices to maintain compliance.
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources and talent management, and employment law.
- Oversee the agency-wide performance evaluation process.
- Onboard and offboard employees.
- Performs other duties as assigned by the Chief Director of Operations.

#### **Diversity, Equity, and Inclusion (DEI)**

- Chair the staff DEI Committee.
- Implement the agency's DEI action plan and develop a new one once the existing one has been fully executed.
- Serve as the agency's DEI "expert" and develop relationships with DEI professionals and volunteers to organize training, infinity groups, and other DEI-related activities for the staff.
- Create agency DEI cultural norms to encourage inclusiveness.

#### **Training & Development**

- Organize supervisor, leadership, and communication training for managers.
- Develop peer groups and facilitate spaces for growth and cross-team collaboration.
- Creates learning and development programs and initiatives that provide internal development opportunities for employees.
- Develop and maintain the staff training portal.

#### **Human Resources and DEI Manager Requirements**

- Bachelor's degree required;
- Bachelor's degree in Human Resources, Business Administration, or related field is preferred but not required.
- A minimum of three years of human resource management experience is required.
- SHRM-CP, SHRM-SCP, or a Human Resources Management Certification is highly desired.
- Excellent verbal and written communication skills.



- Excellent interpersonal, negotiation, and conflict resolution skills.
- Excellent organizational skills and attention to detail.
- Strong analytical and problem-solving skills.
- Ability to prioritize tasks and delegate them when appropriate.
- Ability to act with integrity, professionalism, and confidentiality.
- Thorough knowledge of employment-related laws and regulations.
- Proficient with Microsoft Office Suite or related software.

### **How to Apply:**

Please send a cover letter and resume in PDF format to [humanresources@hiaspa.org](mailto:humanresources@hiaspa.org) and make the title of the position the subject of your email. No phone calls please.

This is an exempt position. Employment package 403(b) employer contribution retirement account, and very generous paid holiday leave and vacation provisions. Diverse candidates are encouraged to apply.

*HIAS Pennsylvania is an equal opportunity employer and does not discriminate against applicants or employees on the basis of race, color, religion, gender, sexual orientation or identity, national origin, age, disability, political affiliation or belief, or veteran status. It is our policy to provide reasonable accommodation to qualified individuals with disabilities.*

**Compliance Statement:** In the performance of their functions as detailed in the position description employees have an obligation to avoid ethical, legal, financial, and other conflicts of interest to ensure that their actions and outside activities do not conflict with their primary employment responsibilities at the agency. Employees are also expected to understand and be in compliance with applicable laws and agency policies.