

Job Title: Director of Human Resources

Job Location: San Francisco, CA, in-person

FLSA: Exempt, full-time (12 months)

Summary: The full-time Director of Human Resources is an instrumental member of the Booker T. Washington Community Service Center's Leadership Team. This person will design and lead, with input and partnership from the Executive Director and Chief Operations Officer, BTWCSC's overall strategy to recruit, hire, and retain team members. The Director of Human Resources is responsible for compliance; driving decision-making around professional standards and expectations within the organization; and promoting equity around compensation, benefits, and the way policies and practices are applied. The Director of Human Resources should maintain and affirm BTWCSC's commitment to advancing racial equity while staying rooted in the Western Addition/Fillmore community.

The Director of Human Resources will uphold and advance the organizational culture, diversity, and sense of belonging that BTWCSC has established. The role will also work with all people managers to ensure employee engagement and intentional, supportive performance management, including professional development. As someone who both manages risk for the organization and also advocates for its employees, the talent manager will model and support accountability across the organization and act as a guide and resource on HR-related issues. As a newly created role for BTWCSC, this is an exciting opportunity for an innovative human resources and talent professional to influence a growing organization.

Essential Duties and Responsibilities:

- Develop, implement, and measure overall talent strategy
- Ensure HR-related compliance at the local, state, and federal levels
- HR Generalist – payroll approval, workers compensation, benefits administration
- Drive and facilitate decision-making around professional standards and expectations (policies and practices)
- Promote and implement strategies to support equity within the organization, including in compensation, policies, and practices
- Design performance management framework, lead performance management process, and be present during meeting discussing performance
- Provide guidance to people managers on performance management, professional development and any other sensitive HR-related issues
- Uphold and embed the organization's culture, diversity, and sense of belonging across the organization
- Model and support accountability across the organization
- Maintain knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law; and apply this knowledge to communicate changes in policy, practice, and resources to senior leadership

- Oversee compensation and promotion practices and philosophy to ensure salary benchmarking, transparency, and pay equity. **Note: this position is currently the only HR-related position at the organization**

Core Hours/Work Schedule

Monday-Friday 9AM-6PM Pacific Standard Time; very occasional nights and weekends.

Required Skills, Knowledge and Experience

- Strategic thinker who is also willing to execute administrative duties associated with HR/talent management
- Prioritizes staff's wellbeing and experience in wellbeing management
- Effective and compassionate management style that include collaboration, coaching and developing staff; strong ability to build relationships
- Ability to make decisions regarding hiring, evaluation and development of staff
- Ability to perform effectively in flexible work environment
- High emotional intelligence
- Strong communication skills with a diversity of styles and tools
- Understands and can apply best practices in HR, preferably for non-profit organizations
- Able to work in a flexible environment
- Spanish/English Bilingual preferred
- Able to manage/communicate with multiple locations (with potentially varying policies)
- Solid understanding of the nuances of contract workers
- Visible/present to staff members
- Experience working in culturally diverse workplaces
- Has knowledge of and experience with social justice work and/or community building
- Has knowledge of and experience with DEI and anti-racist principles and practices
- Has experience with people development and training
- Has worked in growing organizations
- Has experience with organizations with 10+ employees
- Knowledgeable of City and County of San Francisco and State of California laws and regulations
- Experience navigating COVID-19 compliance

Compensation: Salary Range: \$70 to 75K. **Benefits:** Medical, vision, and dental benefits; paid time off; workers compensation; employee assistance program; commuter benefits.

BTWCSC is an Equal Opportunity Employer, committed to hiring a diverse workforce. All openings will be filled based on qualifications without regard to race, color, sex, sexual orientation, gender identity, national origin, marital status, veteran status, disability, age, religion or any other classification protected by law. Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment qualified applicants with arrest and conviction records.

- **Interested applicants should submit cover letter, resume and salary requirements to:**
Info@BTWCSC.org