



Human Resources Manager

- Full-time, exempt (salaried) position
- Reports to the President & CEO
- Salary is \$63-68K commensurate with background and experience
- Position is based in Redding, CA. Company does not pay relocation costs
- Interested candidates may send a brief cover letter and resume to employment@norcalunitedway.org

The Mission and Opportunity

United Way of Northern California (UWNC), based in Redding, is part of the world's largest philanthropic network and the globe's largest non-governmental funder of social services. UWNC fights for the health, education, and financial stability of all residents in its nine-county territory and is there for residents in times of crisis. UWNC aims to expand operations fully throughout the region. Services include but are not limited to, the 211 human services helpline; crisis and disaster relief and recovery; financial stability programs; activities that address homelessness; COVID-19 education, information and mitigation, and more. UWNC is on a strong growth trajectory and now requires a full-time HR professional to assist in personnel management.

Job Summary

The Human Resources Manager is the go-to person for employee-related issues including recruitment, hiring and onboarding, performance management, and training and development. The HR Manager assists the agency's leadership team in addressing employee relations issues and creating a positive workplace culture and environment consistent with UWNC's values of equity and inclusion, high-performance standards, and effective collaboration and communications. The HR Manager takes the lead in volunteer recruitment and mobilization to help drive the agency's mission and programs, including maintaining and improving UWNC's volunteer registration platform.

Principal Job Responsibilities

- Handle employee relations issues in a timely and effective fashion
- Respond to employee inquiries, issues, and problems relating to compensation, benefits, and leaves of absence; ensure timely and appropriate action
- Manage vendor contracts and annual renewal for employee health and retirement benefits
- Maintain and update the Employee Handbook and employment policies as needed. Respond to and initiate inquiries related to compliance with UWNC personnel policies
- Coordinate the annual performance evaluation and goal-setting process
- Participate in compensation-related decisions; periodically review salary trends to ensure the agency is compensating employees fairly and avoiding discriminatory practices

- Drive hiring processes including writing of job descriptions; recruitment and job postings; interviews; and hiring and onboarding
- Coordinate training and development activities
- Serve as the management liaison to the staff Diversity & Equity Committee
- Serve on the Safety Committee; participate in other committees and special projects as needed
- Partner with key managers on business strategy as needed
- Ensure agency compliance with applicable personnel-related local, state, and federal laws
- Organize and facilitate the monthly All-Staff Meeting
- Identify and develop strategies to recruit, train, and manage volunteers
- Guide agency decisions about Volunteer NorCal, the online volunteer platform; serve as its principal operator
- Collaborate with departments to track volunteer needs, opportunities, and hours
- Attend outreach events as a representative of UWNC as needed
- Assist in disaster relief and recovery activities as needed. This can include activities related to wildfire relief, COVID, and other public emergencies
- Represent the President & CEO in public activities and events as needed
- Provide advice and counsel to the CEO and senior leadership on personnel-related matters
- Other duties as assigned

Preferred Skills and Attributes

- Personable; works well in a team environment
- Good listening skills
- Enjoys interacting and working with people
- Ability to collaborate effectively with multiple stakeholders to achieve shared goals
- Strong verbal and written communications skills
- Strong presentation skills
- Effective at multi-tasking
- Flexible work style, including the ability to work independently as well as in a team environment with a high level of productivity and initiative
- Comfortable and effective interacting with individuals from diverse backgrounds and varying socio-economic circumstances. Shares UWNC's passion and commitment to diversity, equity, and inclusion

Qualifications

- Minimum bachelor's degree or equivalent experience
- Minimum two years of human resources/employee relations experience; professional HR certifications are a plus
- Minimum two years of supervisory experience
- Non-profit staff and/or volunteer experience a plus
- Proficiency in Microsoft Office suite, especially Word, Excel, and PowerPoint.
- Bilingual/multilingual a plus

- Must be able to work comfortably on a keyboard through an eight-hour shift
- Must possess a valid driver's license

United Way of Northern California offers medical, dental, and health benefits; paid vacation and sick time; 12 paid holidays per year; company-paid life insurance, 401k Retirement Savings Program, and an Employee Assistance Program.

UWNC is an Equal Opportunity Employer.

Employment at UWNC is contingent on submission to background checks, including criminal and DMV checks.

All employees at UWNC are required to have been vaccinated against COVID-19.