



Civic Influencers is a national nonpartisan nonprofit operating across the country, on and off campus, in local communities and states, that empowers young people to build their civic power and increase voting rates amongst their peers. They frame their work through an Organizing, Advocacy and Learning model that equips young people with the skills to dismantle barriers to voting while developing their identities as voters and participants in our democracy.

JOB POSTING: HUMAN RESOURCES MANAGER

Reports to Chief Operating Officer

Classification: Full-time Exempt

Location: Remote work from any location in the US

Travel: Some travel required

GENERAL DESCRIPTION

Civic Influencers is seeking a Human Resources Manager with extensive experience in managing all aspects of human relations within a non-profit organization. This position will oversee talent recruitment, onboarding, internal processes and procedures, and support with related internal reporting. Reporting to the Chief Operations Officer, the subsequent tasks and duties will fall within the following buckets across the Operations Team, including:

Employee Administration

- Draft and refine job descriptions, and post to various external hiring boards to fill all openings with Civic Influencers.
- Manage recruitment efforts, including scheduling interviews, connecting with references, and filling appropriate paperwork as necessary.
- Prepare analyses of salary benchmarking, and ultimately prepare written salary proposals & job offers.
- Coordinate & conduct new hire onboarding and off-boarding across the Civic Influencers Team.
- Provide verification of employment as needed, in collaboration with the organization's PEO, Insperity.
- Ensure hiring & separation of employees are compliant with all state and federal laws in conjunction with our PEO, and liaise internally & externally as needed for employee separations.
- Oversee benefits administration and yearly renewal in conjunction with PEO.
- Address employee concerns and inquiries.
- Support Chiefs in addressing HR concerns related to their staff.
- Support CEO and Chief of Staff in monitoring time, projects and efforts in resolving related issues.

Policies & Procedures



- Manage the Employee Review Process, ensuring all Chiefs and staff have the appropriate materials needed to complete reviews on time.
- Contribute to the development of policies and employee handbook/directory.
- Coordinate with PEO to ensure that policies comply with state and federal employment regulations, etc.
- Ensure staff are well-informed (i.e., address inquiries, manage acknowledgments, etc.) of all new and updated policies and procedures as they become available.
- Work closely with the Executive Office in the implementation and enforcement of policies and procedures.
- Collaborate to ensure that HR-related procedures are appropriate, effective, well-documented, and communicated to staff as needed.

Initiatives & Special Projects

- Work closely with the Chief of Staff and Executive Office to develop & support key HR programs, such as performance management, training & professional development, staff engagement, team-building, awards & recognition program, and other programs as needs arise.
- Contribute to major HR projects, such as driving enhancements to internal systems, outside providers, procedures, etc.

Skills & Qualifications

- Bachelor's degree in Human Resources, Administration, or a related field.
- 5+ years proven prior experience in Human Resources Administration.
- Experience working with and managing PEO providers, Insperty a plus.
- Ability to apply knowledge, skills and experience in accordance with professional standards, laws and ethical principles to determine the best course of action.
- Demonstrated ability to manage strategic planning while being able to respond to short-term organizational needs.
- Familiarity with and understanding of CRMs and other content management databases, experience with Salesforce a plus.
- Proficient on Google Suite, including Google Sheets and Google Slides.
- Working knowledge of Tableau and Slack a plus.
- Excellent interpersonal and verbal communication skills; including the ability to communicate effectively and professionally with other staff, partner organizations, elected and appointed officials, corporate/business representatives, and community members.
- Commitment to transparency, accountability, and direct communication.
- Ability to work independently as well as collaboratively in a fast-paced environment with multiple priorities and tight deadlines.
- Ability to manage highly sensitive, confidential information using excellent judgment at all times.
- Must have a commitment to DEI and cultural competency, including an awareness of one's own cultural worldview, a welcoming attitude towards cultural differences, an appreciative knowledge of different cultural practices and worldviews, and cross-cultural skills.



CIVIC INFLUENCERS™

Desired Skills

- Experience working in a movement organization, including ones focused on Voting Rights, Social Justice, Civil Rights or Youth.
- Experience working in politics.
- Experience working with or within a higher education institution, People of Color Serving Institutions (PoCSIs, e.g., HSIs and HBCUs a plus).
- SHRM certified

Other Requirements

- Must complete data visualization and data gathering trainings hosted by Tableau, and other trainings as required.
- Extremely reliable and available on evenings and weekends for occasional events and conferences.

COMPENSATION

Salary

Salary range for this position is \$52,000 - \$57,000. Salary will be commensurate with experience and skills.

Benefits

- Health insurance with employer contribution
- 401K plan with employer match after 6 months
- 14 paid holidays
- 10 days paid vacation
- 12 days paid sick leave

HOW TO APPLY

Start date: for immediate consideration.

Email your application to: hr@civicinfluencers.org

Please email your resume and cover letter with the position title and your name in the subject line. Applicants who do not submit both will not be considered. Please note in your cover letter where you saw this position listed and your availability.

Applicants who have been selected to move forward in the interview process will be contacted directly.

This is a remote position, work may be performed anywhere in the United States. Occasional travel for in-person retreats is required.



Civic Influencers is an equal opportunity employer and does not discriminate based on race, nationality, ethnicity, religion, age, gender, sexual orientation, disability or class. We value diversity on our team and strongly encourage people of color, Indigenous people, LGBTQIA individuals, people with disabilities and all qualified persons to apply for our open positions.