



# Position Description

## Human Resources Manager

**Status:** Part-time, hourly.

**Organizational Relationships:** Reports to the executive director.

### **Agency Conformance Statements:**

In the performance of their respective tasks and duties all employees are expected to conform to the following:

- Perform quality work within deadlines with or without direct supervision.
- Interact professionally with other employees, clients, donors, and outside agencies.
- Work effectively as a team contributor on all assignments.
- Work independently while understanding the necessity for communication and coordinating work efforts with other employees and organizations.

### **Position Purpose:**

Provide human resource support for the agency and its personnel. Ensure agency is in compliance with laws and regulations related to payroll and human resources.

### **Special Position Requirements:**

- Ability to be accurate and detail oriented.
- Possess strong organizational, time management and analytical skills.
- Ability to prioritize competing priorities in a complex and fast paced environment.
- Ability to communicate effectively orally and in writing.
- Commitment to the goals of this social service agency, and desire to be an advocate for our mission and clients.

### **Responsibilities:**

- Oversee the human resource responsibilities of Community Outreach, including maintaining personnel files, posting new job positions, providing employee orientation and exit meetings, and coordinating group health insurance.
- Provide human resource support for employee-related activities, including the hiring process, performance evaluations, and progressive discipline.

- Maintain knowledge of state and federal human resources laws and issues, as well as human resources best practices, and ensure agency compliance. Provide continuous evaluation and editing of the personnel manual to maintain compliance and accuracy.
- Provide consultation, coaching, and counseling to managers regarding human resources issues, and assist managers in administration of human resources policies.
- Develop and implement efficient and supportive systems throughout the employment life-cycle, including recruitment, hiring, on-boarding (including pre-screening and background checks), orientation, and termination. Provide logistical support to hiring managers during the recruitment and termination processes.
- Protect the agency's values by keeping employee-related information confidential.

### **Qualifications:**

- Bachelor's degree in human resources management, business administration or related field, or equivalent experience.
- Two years human resources experience.
- Experience in a non-profit social services agency preferred.

### **Compensation and Benefits:**

- This is a part-time, hourly position. Wage range \$20-30/hour. Offer will be dependent on experience and qualifications.
- We believe in work-life balance, and provide flexibility regarding schedules and work locations when possible.
- We provide Paid Time Off and paid holidays to eligible employees.
- We provide medical, dental, vision, short- and long-term disability, and life insurance with COI covering a portion of the premium for medical and dental insurance for eligible employees.

### **About Community Outreach, Inc:**

COI's mission is to help people help themselves lead healthy and productive lives. Founded in 1971, the organization provides basic human services for homeless and very low income individuals and families in Linn, Benton and Lincoln counties in Oregon, including transformational housing, case management, nature-based childcare, food distribution, medical and dental clinics, and rehabilitative counseling.

Community Outreach responds to human needs by providing direct services, and by collaborating with other agencies and organizations. Community Outreach assists people without discrimination, and treats them with respect, integrity, and dignity. In the broadest sense, Community Outreach intends to relieve pain and suffering, lessen oppression, meet basic human needs, and promote justice, equality, and diversity. At the heart of every one of our social service programs lies one of these major principles. They guide our individual efforts, and inform the thousands of small-scale decisions and interactions Community Outreach is a part of every day. COI is embarking on a 2-year process to transform our services and culture to

adopt equity diversity and inclusion practices and improve access for clients of color and other marginalized populations.

**To apply:**

E-mail a cover letter outlining your applicable experience and suitability for the job along with your resume or curriculum vitae to [bdanley@communityoutreachinc.org](mailto:bdanley@communityoutreachinc.org). Applications that don't include a cover letter will not be considered.