



ANEW is a nonprofit organization with a mission of building people, building communities. Founded in 1980, ANEW has a unique and successful reputation for assisting underserved populations into apprenticeship and family wage careers. ANEW is focused on gender and racial equity in industries that do not represent the community.

POSITION TITLE: Human Resources Manager

The Human Resources Manager oversees all human resource activities to ensure safety within ANEW and serves as a strategic HR business partner to the Executive/Management team members in the development of a superior workforce. Additionally, the Human Resources Manager will assist in developing a staff-oriented company culture that emphasizes quality, continuous improvement, and high performance.

ESSENTIAL FUNCTIONS

PRIMARY RESPONSIBILITIES

- Manage, advise and execute all ANEW benefits/compensation packages
- Ensures compliance with organizational policies and relevant laws
- Work directly with finance staff to ensure appropriate and timely information to staff about benefits/compensation
- Provide onboarding training to provide a critical transition for new staff
- Lead and advise on new hires
- Develop JDs, post and prescreen potential new staff
- Participate in interviewing and facilitation of communication between ANEW and potential candidates
- Review and recommends compensation strategies within the organization's philosophies and strategies for new hires, promotions, transfers and equity/merit adjustments.
- Lead staff development opportunities and lead culture and safety committees
- Provide direct access to problem solving for staff
- Provide feedback to managers to improve individual and team performance

SKILLS AND ABILITIES

- **Critical Thinking:** The HRM must be able to understand what a person needs when coming to them in crisis. Being able to find solutions for a myriad of issues will be necessary.
- **Attention to Detail:** The HRM will review all the ANEW information and will ask clarifying questions to ensure concise record keeping and solution driven guidance.
- **Performance Feedback:** The HRM should be able to provide critical and effective feedback to both staff and executive team.
- **Communication Skills:** The HRM needs to be a good listener and effective speaker. The HRM will need to be able to establish rapport and trust with the ANEW staff in a short period of time.

- Organization: HRM will speak with ANEW staff every day, with a myriad of needs. Keeping their records organized is crucial.
- Autonomy: The HRM will act independent of and without influence from the ANEW staff.
- Confidence: The HRM must possess a level of confidence that allows them to influence and control situations based on what is best for ANEW.
- People to People: The HRM must work well one on one and in group settings, many times defining group dynamics.
- Decision Making: The HRM must work closely with the executive team to make solid decisions that align with the environment of ANEW.
- Training: The HRM must understand that different ways people learn and be able to adapt training methods to be effective across the organization.

MINIMUM / REQUIRED QUALIFICATIONS

- Bachelors preferred and a minimum of five years of proven progressive HR experience in not for profit organizations.
- At least 5 years' experience (10 years preferred) as an HR specialist/manager/Director.
- Experience in building training criteria
- Demonstrated ability to engage with staff effectively
- Nonprofit experience/understanding
- Demonstrated experience in working alongside executive leadership

CONDITIONS OF EMPLOYMENT AND OTHER REQUIREMENTS

- Background screening through Washington State Patrol
- Ability to work flexible schedule to include evening and or weekend
- Proof of citizenship or other authorization for employment
- Continuation of employment is contingent upon successfully performing work described
- Continuation of this position is dependent on achievement of performance goals and availability of funding

WORK LOCATION: ANEW Tukwila Training Center and Satellite locations as assigned

WORK SCHEDULE: Monday - Friday

REPORTS TO: Executive Director

SALARY

This position is paid an exempt position with a starting salary range of \$80,000 – \$83,654.27 per year. This position is grant funded and continuation of this position is subject to continuation of funding. The starting salary is based on education and experience as per the below matrix.

	H.S./GED	Bachelors	Masters
0 - 2.99 years	\$80,000.00	\$81,200.00	\$82,418.00
3 - 4.99 years	\$81,200.00	\$82,418.00	\$82,418.00
5 +	\$82,418.00	\$83,654.27	\$83,654.27

Years' experience must be directly related to this position.

BENEFITS

This position is an exempt position. The person in this position is expected to serve a 90-day probation period. Benefits will not be included until and unless the position is made permanent, which is contingent upon performance evaluation, funding, board direction, and potential re-development of the organization and its training/service delivery models. If the position is more than 30/hours per week, employer paid medical benefits will include medical, dental, and vision benefits.

A portion of the medical premium is made by the employee through a pre-tax contribution at time of payroll posting. Employees at 30/hours week or greater qualify for full benefits and pay a pre-tax contribution of \$80 per month. Employees at 20/hours per week pay 25% of their benefits. Employees who work less than 20 hours per week are not eligible for paid benefits. Additional employer paid benefits include: basic life insurance, vacation, sick leave, holiday pay and taxes as required by law.

APPLICATION PROCESS

The final applicant will be selected by way of a competitive process which will include interviewing and professional reference checks. Please email cover letter and resume to hr@anewcareer.org.