Doorways for Women and Families
Manager of Human Resources
(Part-time, 24 hrs per week)

The Manager of Human Resources (HR) collects organizational and employee data needed for workforce analysis and is responsible for the development, implementation, and maintenance of strategies for recruitment, selection, placement, development, training, retention, and motivation of a workforce in alignment with strategic planning objectives. The HR Manager evaluates the effectiveness of HR initiatives, recommends, and implements improvements and initiatives, participates in quality assurance and reporting through measurement, policy development and strategic planning status reporting and is responsible for related aspects of risk management. The HR Manager plays a key role in benefits selection and management.

Required Qualifications:

- BA in human resources management or 5 years equivalent combination of training and experience
- Demonstrated skill with Microsoft Office Suite programs
- Experience with recruiting, interviewing, hiring, on-boarding, employee evaluation and employee separation
- Experience with development, implementation and evaluation of policy and procedure
- Good communicator; comfortable leading staff training
- Knowledge of DOL and EEO policies, workers compensation, ADA and applicable laws
- Demonstrated ability to manage overall goals while attending to details
- Ability to establish and maintain successful professional relationships
- A self-starter who can work independently.
- Attendance at periodic early morning, evening and/or weekend meetings may be necessary.

Desired Qualifications:

- Experience in the implementation of a Quality Assurance System.
- Certification in PHR, SPHR or GPHR

Compensation: Commensurate with experience.

Benefits: Excellent benefits including health/dental, life, 403 (b), etc. Part-time employees working 20 or more hours per week are eligible for benefits and contribute to benefits on a pro-rated basis.

Working Conditions: Normal demands associated with an office environment. Ability to work on computer for long periods and to communicate clearly with individuals by telephone, email and face-to-face. Some travel may be required.