



## Position Announcement: Human Resources Manager

Heart of Oregon Corps is hiring for a qualified Human Resources Manager with motivation, professionalism, talent, and a passion for our mission of empowering and inspiring positive change in the lives of young people. We're looking for a professional to cultivate a healthy and legally compliant work environment where everyone can thrive.

### **WHO WE ARE:**

Heart of Oregon Corps is a non-profit that operates six youth training programs across Central Oregon. At Heart of Oregon Corps, 16-24 year old local young people with barriers to success improve their own lives while gaining job skills on projects that improve the community. Our organizational values are Integrity, Responsibility, Learning, and Community. Learn more at [www.heartoforegon.org](http://www.heartoforegon.org).

### **POSITION AND ORGANIZATION INFO:**

HOC's Human Resources Manager will be responsible to manage and develop all administrative duties related to the organization's personnel in alignment with overall business and HR strategy; from employee relations, to payroll, to compliance issues, to consulting with leadership on strategic decisions through HR metrics and research. This position maintains and develops internal procedures, handles employee-related issues, leads recruitment and onboarding, supports training and retention efforts, and ensures compliance with local, state, and federal regulations. The HR Manager is responsible for reviewing timesheets for processing by an outside payroll vendor, reviewing payroll accounting entries, and benefits administration. They utilize their HR knowledge and interpersonal expertise to identify opportunities and problems, find solutions, and nurture positive organizational culture and job satisfaction.

This position is co-supervised by the Finance Director and Executive Director, and is part of a seven-person administrative team, located in Bend, Oregon, that supports all HOC youth programming. The organization has a \$3 million+ budget, with up to 50 staff (about half year-round and half seasonal), and up to 300 young people on payroll each year. To expand capacity, an outside payroll vendor and IT consultant are engaged.

### **QUALIFICATIONS:**

The ideal candidate will have at least 3 years of demonstrated work experience in human resources, finance, business, and/or office administration, with at least 1 of those years being required in HR specifically. A Bachelor's Degree (or directly related equivalent additional experience) is required, preferably in human resources or business administration. HR certification (SHRM-CP or SHRM-SCP or similar) or significant documented HR-specific course work is highly preferred.

Candidate should possess excellent communication, interpersonal, negotiation, and conflict resolution skills. Candidate must have thorough knowledge of employment-related laws and regulations, be proficient with common computer software (Microsoft Office Suite including excel, Adobe, and QuickBooks) and office technology. We are looking for an individual who has the ability to work in a fast-paced often-changing environment, and focus their attention on detail, accuracy, and

timely completion of tasks. Professionalism, confidentiality, and reliability are required. A positive attitude, collaborative approach, and good sense of humor is appreciated.

Physical Requirements: light duty work in an office setting. Some walking, standing, stooping and occasionally carrying/lifting of items under 25 pounds.

#### **BENEFITS:**

Salary starting range is \$45,650-\$52,000, with upper range reserved for candidates who hold applicable HR degree and/or HR certifications. Future salary range adjustments and performance increases are considered annually at fiscal year and/or at time of acquiring designated additional certification.

This is a full-time, year-round, salaried (exempt) staff position, with employee health insurance, dental and vision benefits *paid 100% by the employer*. Time off is generous, with 12 paid holidays (which includes 6 days while the offices are closed over the winter holidays), **plus** 80 hours paid vacation **and** 40 hours paid sick time/year. Vacation leave benefits increase after 2 years of service. HOC's values-driven culture also includes periodic all-team trainings and retreats, and annual mission-focused community service and youth celebration events. See <http://heartoforegon.org/who-we-are/careers.html> for a full benefits summary.

#### **APPLICATION PROCESS:**

If you are interested, please submit the following to Hayley Craig, Finance Director:

- A HOC Employment Application
- A Cover Letter (in an email is ok)
- A Resume

Send to: [HR@heartoforegon.org](mailto:HR@heartoforegon.org) or PO Box 279, Bend OR 97709

**As long as this position is posted, we are accepting applications.**

Interviews will take place on a rolling basis. All applicants will be contacted by phone or email regarding your application results by the end of the process. We strive to respect the time and effort required to apply.

Final candidates will need to complete additional paperwork, provide references, and complete a post-offer background check and drug screening. Offer is contingent upon proof of vaccination against the COVID-19 virus or willingness to obtain vaccination upon hire. For questions related to Heart of Oregon's vaccine mandate, please speak with the hiring manager. We are an Equal Opportunity Employer, women and minority candidates are encouraged to apply.

Thank you for your interest!

*Heart of Oregon Corps is an equal opportunity employer; auxiliary aids and services are available upon request to individuals with disabilities. Alternative formats are available upon request by contacting [hr@heartoforegon.org](mailto:hr@heartoforegon.org). As a recipient of Federal financial assistance, Heart of Oregon Corps is prohibited from discriminating on the grounds of race, color, religion, gender, national origin, age, disability, political affiliation or belief, and against any beneficiary of programs on the basis of the beneficiary's citizenship/status as a lawfully admitted immigrant authorized to work in the United States.*