### ORGANIZATIONAL DESCRIPTION
Associated Ministries is a key agent of transformation in Pierce County, committed to function effectively as a sustainable organization, by engaging authentic interfaith relations and effective partnerships, and championing equitable moral leadership to help build a thriving community.

Racial Equity is a high priority for us and our HR manager will have a role in moving this work forward. We have had a team of staff and board members working on our anti-racism and equity efforts for several years. Our mission is “working together toward lasting solutions to homelessness.” Since people of color are disproportionately likely to become homeless, we must address racism as part of our mission.

Associated Ministries is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, creed, national origin, sex, sexual orientation, age, marital status, veteran status, or the presence of any sensory, mental or physical disability, or the use of a trained guide dog or service animal by a disabled person.

### SUMMARY
The staff of AM are working here because they believe in and support our mission to find lasting solutions to homelessness. This work is emotionally challenging for our staff as they work with clients in trauma every day. The HR Manager is crucial in supporting this work by providing our staff with the tools and resources to help them come to work, thrive and succeed in serving our clients. With the support of the Chief Operating Officer, this position develops and implements organization-wide HR policies and practices with a racial equity lens, and will be responsible for all HR functions within the organization.

### ESSENTIAL DUTIES

- **Racial Equity Work:**
  - Actively utilize racial equity lens in all aspects of HR work
  - Participate in AM’s Anti-Racism and Equity Task Force (monthly meetings with projects for ARE Task Force between meetings)

- **Recruitment and Staff Transitions**
  - Support recruitment efforts for exempt and nonexempt personnel.
- Update and maintain job descriptions
- Reinvigorate hiring and new employee onboarding
- Assist supervisors in performance evaluations and promotion planning
- Oversee and coordinate the termination of employees

- Payroll and Compensation:
  - Process timesheets and payroll semi-monthly
  - Track sick and vacation leave banks.
  - Administer employee benefits package
  - Respond to and analyze annual compensation surveys
  - Assist in determination of annual pay increases
  - Review monthly benefit invoices (medical, dental, etc.) to verify accuracy

- Training:
  - Periodically review and update employee handbook
  - Develop and maintain Supervisor/Manager handbook.
  - Submit registrations and track training needs and resources
  - Develop and maintain training plans for new and/or promoted staff

- Staff Engagement
  - Manage employee relations; address concerns and coordinate meetings and outside resources as needed
  - Oversee planning and facilitation of monthly staff meetings.
  - Plan staff retreats and other activities with assistance of the Benefun committee to enhance employee morale and workplace culture.
  - Create and oversee periodic staff surveys.

- Maintain employee personnel files:
  - Complete background checks for staff and clients.
  - Conduct employment verifications
  - Maintain information files, both electronic and hard copies.
  - Identify and comply with legal and reporting requirements

- Other duties as assigned.

**WORK and/or EXPERIENCE REQUIREMENTS**

- Education/training in Human Resources with at least 5 years’ direct experience in HR
- Ability to create and sustain a healthy team culture and working environment
- Experience in racial equity work and engagement of diverse communities
- Excellent attention to detail and organization.
- Intermediate experience using Excel and Word

**ADDITIONAL PREFERENCES**

- Working knowledge of Office 365
- Experience working or volunteering for a non-profit organization
- Experience working in a multi-office environment
- Ability to prioritize and organize work load while also being flexible as priorities change.
- Demonstrated ability to learn new processes and technology quickly
- Constructive and cooperative working relationships with others, including complete and clear communication with supervisor.
- Anticipatory thinking and problem solving to address new and arising issues
- Clear communication to express and understand information, instructions and ideas verbally and in writing.
- Ability to both empathize and consistently keep appropriate professional boundaries
- Demonstrated commitment to ethnic and religious diversity, including all faith traditions and religions

**EQUIPMENT and SOFTWARE USED**

- Desktop computer with Windows 7 and 8.1 Pro, Microsoft Office Pro 2017, Outlook and Office 365.
- Paylocity
- Photocopiers and other office equipment.

**PHYSICAL REQUIREMENTS**

- Ability to sit at desk and operate computer for 8 hours per day, with breaks and movement around the office for daily tasks.

**COMPENSATION**

**Pay Range:** $57,722 - $69,463  
**Benefits:** Full benefit package including employer 100% paid medical, dental, life and disability for employees, generous vacation and sick time and 12 holidays per year plus 2 floating holidays. Some remote work and flexible work scheduling is possible with supervisor approval.

**APPLICATION PROCESS**

This position will remain open until filled. The first review of applications will be March 30th. Application must include a cover letter and resume addressing position requirements. Send to: Associated Ministries, 901 South 13th Street, Tacoma WA 98405, or e-mail all to naomic@associatedministries.org. No phone inquiries, please.