

Job Announcement

Manager of Human Resources

Organization Description:

The Contingent is a 501(c)(3) venture non-profit focused on sparking and holding initiatives to empower leaders and mobilize community for the common good. Since our inception we have centered the perspectives, skills and needs of communities of color and low-income Oregonians to challenge the status quo and transform our communities: from the four corners of the block to the four corners of Oregon – and soon, the four corners of our country. We ask hard questions. We take risks. And we link arms with our neighbors, including business partners, faith communities*, and government agencies.

From mentoring to mobilizing volunteers to restructuring systems that work for some at the cost of others, we prioritize empowering and mobilizing leaders to transform their communities. For more information about the initiatives of The Contingent, please visit thecontingent.org.

**If interested candidates would like to learn more about The Contingent's work with faith communities and how this external work is reflected in our internal rhythms, we would value the opportunity to share more! Please contact The Contingent's ED of Organizational Development, Kelly Bartz k.bartz@thecontingent.org for additional information.*

Position Summary:

The Contingent (TC) Manager of Human Resources role is a unique opportunity for an individual who is interested in developing the HR function in a growing social venture, non-profit organization. The Contingent is a community development organization and is looking for a leader who is passionate about using their skills and experiences in HR to support field and administrative staff. The Manager of HR will be responsible for developing a holistic HR function that meets the needs of a diverse staff and delivers extraordinary service to an organization that will soon double in size. The Manager of HR will be an individual who embraces continuous improvement and innovation, willing to get their hands dirty, and relishes the challenge of finding ways to work smarter and more cost-efficiently. This position is based in Oregon at headquarters on the Productivity Zone Team (PDZT) in Portland and will work with other TC sites as needed.

The Manager of HR will report to the Executive Director of Organizational Development. They will also work closely and collaboratively with directors and managers across the organization.

Duties & Responsibilities:

The Manager of HR will lead The Contingent HR Team and be responsible for all day-to-day HR Team initiatives. They will be responsible for identifying and implementing best practices, serving as TC's thought leader and subject matter expert on HR, innovation driver, and in-house counselor on all HR issues.

Employee Relations & Benefits

- Provide day-to-day support for employees with inquiries regarding benefits, pay and employment questions
- Manage administration of all employee benefits, including health insurance, life/disability insurance, TC brokered IRA, unemployment, etc. and build awareness and usage of all benefits

- Evaluate and recommend improvements to employee benefits packages
- Coordinate staff communication and training on HR-related topics including workshops and newsletters
- Provide advice and guidance to directors and managers on employee issues
- Automate, digitize, and optimize systems, processes, and workflows

Orientation and Onboarding

- Collaborate with recruitment efforts during the hiring process including sharing salary guides, benefits overview, TC culture documents (ex. Commitment to Equity, Faith Commitment, etc.)
- Prepare a comprehensive, annual culturally rich new hire orientation for new hires
- Prepare onboarding guidance for new staff, hiring directors, and supervisors

Compliance

- Oversee all labor and employment compliance issues working closely as necessary with outside legal counsel
- Track certification status and other key metrics
- Maintain an updated employee handbook and policy related resources

Special Projects

- Performance Appraisal: Work with leadership to implement and optimize a comprehensive performance appraisal process, including cross-organization competencies for Administrative Services staff
- Compensation Analysis: Perform a rigorous compensation analysis and collaborate with leadership to develop a long-term compensation strategy for the organization.
- Selection Model: Using HR data, analyze current active staff demographics as well as attrition demographics to determine areas for improvement in retention/staff satisfaction as well as determine characteristics (education, prior experience, etc.) of the most successful staff, for recruitment purposes
- Sustainability/Retention: Hold focus groups to gather feedback on work-life balance and potential retention initiatives; based on the results share specific recommendations and action steps to leadership

Knowledge, Skills, and Abilities:

- Experience in successfully working with a diverse group of constituents utilizing multi-cultural intelligence, intentional listening, and appreciation and respect
- A willingness to be “hands-on” and work in a lean, fast-paced organization with limited administrative support
- Possess cultural and emotional intelligence and an ability to work with a diverse group of leaders
- Demonstrates a passion for operational, technical, and customer experience excellence
- Experience supporting teams of entry-level professionals and coaching rising leaders in their development
- Adaptable to changing situations and processes
- Proficient in Microsoft Office applications (Word, Excel, PowerPoint, Outlook)
- Bi-lingual English/Spanish speaker a plus
- Experience with a CRM, Dynamics Marketing, and/or Asana a plus
- Bachelor’s Degree, or equivalent experience
- Legally eligible to work in the United States

Personal Qualifications:

- College graduate with at least 3 years of work experience
- At least 2 years of Human Resources or related experience
- Strong project management skills, ability to juggle multiple priorities and meticulous attention to detail
- Track record of outstanding customer service
- Strong analytical and problem-solving skills
- Team player with strong interpersonal skills
- Proficient in Microsoft Word and Excel; knowledge of PowerPoint a plus
- Zest, grit, hope, social intelligence, and gratitude

Employment Terms, Accountability, and Compensation:

- Full-time (40 hours), exempt position
- Competitive salary, commensurate with prior experience (Range: \$65,000-\$72,000)
- Work with local and state-wide team of other passionate professionals committed to improving outcomes for children, youth, and families
- Full medical, dental, and vision benefits and Flexible Spending Account; 3% match for IRA, generous vacation time and holidays off, and significant contribution (up to 80%) for dependent healthcare
- Flexible working environment (with the option for 50-65% hybrid work)

Anticipated Start Date:

June 13, or sooner

Application Procedure:

Applicants must submit a letter of interest and a resume that includes name, positions, email addresses and phone numbers of three references that may be contacted. Screening of applicant materials will begin immediately, and applications will be accepted until the position is filled.

Application materials should be emailed to hire@thecontingent.org.

All employment at The Contingent is "at will" and may be terminated by either the employee or the employer at any time for any reason, with or without cause, with or without prior notice or warning. Equal employment opportunity and having a diverse staff are fundamental principles of The Contingent. Upon hire, the employee agrees to undergo a 90-day probationary period, which provides additional structure, scheduled check in meetings and opportunities to receive and give feedback to and from the employer.