

OSHER MARIN JEWISH COMMUNITY CENTER JOB POSTING - 2022

HUMAN RESOURCES DIRECTOR

The Human Resources Director is responsible for developing and managing all Human Resources functions and policies in the areas of employment, compensation, benefits, employee/labor relations, legal compliance, workers compensation/other leaves, and programs to promote professional development and overall employee satisfaction. Assists and advises executive management to create an environment that encourages high performance at all levels of the organization and in support of the mission and goals of the JCC. Partnership with Finance on payroll. The Director reports to the Chief Executive Officer, supervises HR associate, and serves as a member of the senior management team.

Qualifications

The Human Resources Director is a seasoned Human Resources leader with a successful track record in employment, compensation/benefits, legal compliance, policy development, labor relations, workers compensation, and training and employee satisfaction.

- HR Professional with cultural competency and minimum six (6) years of management experience in HR, very hands on full cycle HR operations required.
- Minimum 7 (seven) - ten (10) years of progressive human resource experience preferably in the non-profit sector and/or in a union setting with an emphasis on practical HR initiatives.
- Senior Professional in Human Resource (SPHR) or Society for Human Resource Management (SHRM) – preferred.
- Regulatory knowledge-based understanding, highly skilled in negotiations and conflict resolution, competence in influencing organizational change.
- Superior people/communication skills, including the ability to maintain confidentiality.
- Team player: Ability to work cross-functionally and collaborate with internal departments, on a frequent basis.
- Can meet tight deadlines and prioritize competing workloads; strong multi-tasking required.
- Computer skills including PC skills and HR/payroll system skills required. Experience with ADP Workforce Now preferred.

Location: San Rafael, CA in San Francisco North Bay. Must be in the office every day.

Compensation: \$120,000 - \$130,000 per annum, with comprehensive benefits package and generous time off benefits.