

# Job description

## Human Resources Manager

For over 55 years, Guadalupe School has served our city's diverse community through educating students, the majority of which are Hispanic and Latino. Guadalupe programs serve children from birth through sixth grade. Through personalized education with a focus on literacy, we set the stage for them to have academic success throughout their lives. We also teach English classes, citizenship classes and provide career pathway planning to adults. Our school serves the entire family, not just our students. By removing barriers for the immigrant community, we help advocate for their needs and celebrate their heritage.

Guadalupe Center Educational Programs, Inc. (GCEP) is looking for a motivated Nonprofit Human Resources Manager to create and develop comprehensive HR strategies for our nonprofit organization.

### *Duties*

- Manage and oversee HR practices across the board and introduce workplace policies that ensure high productivity and fair and equitable compensation.
- Outlining corrective actions to solve workplace issues, such as poor employee relations or discrimination claims.
- Establish sustainable recruitment policies and strategies for attracting and retaining top talent.
- Provide hiring managers with clear evaluation guidelines and standards to ensure all applicants meet the desired criteria.
- Create an efficient onboarding framework for training new hires.
- Conduct wage analyses to determine appropriate compensation categories for individual positions.
- Ensure wages are competitive and in alignment with organizational policies and goals.
- Review employees' performance and develop training sessions as needed to increase productivity, reduce turnover, and boost employee morale and work satisfaction.
- Manage talent acquisition in our nonprofit organization by scheduling interviews, conducting pre-recruitment screening, and negotiating contracts and salaries.
- Create, refine, and oversee the implementation of HR practices within the company to ensure high employee retention and work satisfaction.
- Organize and conduct onboarding of new employees and volunteers through training sessions, orientations, and the distribution of informative materials.
- Introduce workplace policies and communication channels that address employees' and volunteers' concerns and complaints, such as discrimination and harassment issues.

- Monitor changing employment and compensation regulations to ensure all HR practices are legally compliant.
- Collaborate with the management team to set out a fair and equitable compensation framework.

### ***Requirements***

- 3+ years of experience in HR, preferably in a recruitment role
- Bachelor's degree in HR, Business Administration, or a similar discipline
- Prior experience in a nonprofit organization
- Proficiency in Microsoft Office and HR tools such as BambooHR, Sapling, Workday, Sage HR, PurelyHR, or similar software
- Exceptional communication and interpersonal skills
- Familiarity with recruitment and screening techniques and practices
- Understanding of local, state, and federal labor laws

*Salary commensurate with experience.*

*Benefits: Medical, Dental, Vision, 401K, 401K Match, Life, Paid Time Off, Long Term & Short Term Disability, Health Savings Account, Employee Assistance Program*