NOW HIRING

Human Resources Manager

Application Deadline: October 26, 2022

Job Title: Human Resources Manager

Department: Administration

Reports to: Executive Director

Location: Hybrid (remote and on-site at Portland Audubon Wildlife Sanctuary)

Classification: Exempt (salaried) 1.0 FTE

Salary: $72,000

Benefits Include:

- Medical insurance: 100% payment of premiums for medical and dental insurance, for employees only
- Competitive leave benefits which include two (2) weeks paid vacation during a staff member’s first year of employment, accrual of eight (8) hours paid sick time per month, eight (8) recognized paid holidays as well as 40 hours of flexible holiday time per year, and family leave.
- 401(k) 3% match plus annual fixed amount contribution
- Ability to attend free or subsidized courses at Portland Audubon
- Substantial discount at our Nature Store, including optics
- Opportunity to work in one of the most beautiful forests in Oregon

About Portland Audubon

Portland Audubon has been a leading voice in conservation for over a century. Through conservation advocacy, environmental education, and wildlife rehabilitation, we promote the understanding, enjoyment, and protection of native birds, other wildlife and their habitats.

We are located in a 172-acre wildlife sanctuary next to Forest Park, just minutes from downtown Portland.

Portland Audubon believes that inspiring all people to love and protect nature is best achieved when we embrace diversity as a value and practice. In the same way an ecosystem needs many types of plants and wildlife, an organization thrives when it includes a diversity of people and perspectives. We recognize that inequities are widespread and create gaps between our present reality and our aspirations. We are committed to building a diverse and inclusive environment, reflecting the diversity of our community in our board, staff, volunteers, and members; ensuring our internal culture, business practices, and programs are welcoming and advance our diversity goals.
Human Resources Manager

Position Summary

The Human Resources Manager is responsible for any planning regarding the human resources and development of Portland Audubon's workforce. They must be able to transform all policies into executable plans and departmental procedures. The HR Manager will be primarily responsible for the daily maintenance of company policies, procedures, and practices, including recruiting, benefits, and employee relations. Such deliverables include but are not limited to ensuring legal compliance; overseeing all aspects of wage, benefit, workers compensation, unemployment, training programs, implementation and administration of policies and procedures, and all employee relations such as team events, parties, as well as coaching, counseling, progressive discipline, and terminations.

Essential Duties & Responsibilities

- Ensures employees are aware of all organizational policies and procedures.
- Suggests changes in policies and procedures based on employee and company needs.
- Works collaboratively with the Cultural Programs Specialist to develop and maintain an organizational culture of Diversity, Equity, and Inclusion.
- Oversees hiring, onboarding, staff training, and performance policies and procedures.
- Develops and maintains a human resources system that meets top management information needs.

Additional Job Duties

- Keeps records of benefits plans participation such as insurance and pension plan, personnel transactions such as hires, promotions, transfers, performance reviews, and terminations, and employee statistics for government reporting.
- Investigates accidents and prepares reports for the insurance carrier.
- Conducts wage surveys within the labor market to determine competitive wage rates.
- Prepares budget of human resources operations.
- Oversees the administration of the performance review program to ensure effectiveness, compliance, and equity within the organization.
- Prepares personnel forecast to project employment needs.
- Writes directives advising department managers of company policy regarding equal employment opportunities, compensation, and employee benefits and required trainings i.e. health, safety, sexual harassment.
- Analyzes wage and salary reports and data to determine a competitive compensation plan.
- Consults legal counsel to ensure that policies comply with federal and state law.
- Oversees the analysis, maintenance, and communication of records required by law or local governing bodies or other departments in the organization.
- Prepares employee separation notices and related documentation and conducts exit interviews to determine reasons behind separations.
- Writes and delivers presentations regarding human resources policies and practices.
- Maintains punctual, regular, and predictable attendance.
- Works collaboratively in a team environment with a spirit of cooperation.
- Respectfully takes direction from the Executive Director.
- Other duties as assigned.
Qualifications

Ability to perform essential job duties with or without reasonable accommodation and without posing a direct threat to safety or health of employees or others. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

- Bachelor’s degree (B.A.) or equivalent; and eight years related experience and/or training; or equivalent combination of education and experience. Degree in Human Resources, Business, or similar field preferred.
- Demonstrated knowledge of principles and practices, including those pertaining to recruiting, diversity and inclusion, performance management, and employee communications, with demonstrated knowledge of applicable laws and regulations governing these areas.
- Ability to make critical decisions, assess situations, and to implement change.
- Senior Professional in Human Resources (SPHR) or SHRM Senior Certified Professional (SHRM-SCP) certification is preferred.
- DEI training and demonstrated experience in approaches to organizational DEI-related policies, procedures, and culture.

Working Conditions

The physical demands described here represent those that must be met by an employee to perform the essential duties of this job successfully. The work environment characteristics described here represent those an employee encounters while performing the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

- The employee must occasionally lift and/or move up to 10 pounds. While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to stoop, kneel, crouch, or crawl.
- The noise level in the work environment is usually moderate.
Cultural Competencies

Portland Audubon is committed to maintaining an anti-racist organizational culture. We are committed to training all staff on cultural competency and diversity, equity, and inclusion. We see staff with a high degree of cultural competency or lived experience working with communities of color, people who are disabled, and people from all socioeconomic backgrounds, as vital for all positions in our organization. We seek staff with comfort and curiosity in engaging in conversations around issues of identity, belonging, and systemic oppression.

- Creates an environment that acknowledges, encourages, and celebrates differences.
- Functions and communicates effectively and respectfully within the context of varying beliefs, behaviors, orientations, identities, and cultural backgrounds.
- Seeks opportunities to gain experience working and collaborating in diverse, multicultural, and inclusive settings with a willingness to change for continual improvement.

Application

Portland Audubon does not discriminate on the basis of race, creed, sex, sexual orientation, age, religion, marital status, national origin, political affiliation or mental or physical handicap. Candidates of color are strongly encouraged to apply. Portland Audubon is committed to building a diverse and inclusive environment, reflecting the diversity of our community in its board, staff, volunteers, and members; ensuring its internal culture, business practices, and programs are welcoming and advancing its diversity goals; and empowering people to make positive changes in their community and environment. All Portland Audubon employees are expected to serve diverse audiences and help advance our diversity strategies. More background on our diversity efforts can be found at http://audubonportland.org/about.

How to Apply

ONLINE SUBMISSIONS PREFERRED

Apply online at: https://portlandaudubon.bamboohr.com/jobs/

To submit via US Postal Service:
Please send your resume, cover letter and the application found on our website to:

Human Resources
Portland Audubon
REF: Human Resources Manager
5151 NW Cornell Road
Portland, OR 97210

APPLICATION DEADLINE: On or before midnight on October 26, 2022
Diversity Statement

Portland Audubon believes that inspiring all people to love and protect nature is best achieved when we embrace diversity as a value and practice. In the same way an ecosystem needs many types of plants and wildlife, an organization thrives when it includes a diversity of people and perspectives. We recognize that inequities are widespread and create gaps between our present reality and our aspirations. Audubon is committed to:

- Reflecting the diversity of the community in our board, staff, volunteers, and members.
- Ensuring our internal culture, business practices, and programs are welcoming and advance our diversity goals.
- Empowering people to make positive changes in their community and environment.

Portland Audubon has completed four years of a five-year strategic plan. A core priority moving forward is to infuse equity, inclusion, and diversity (EID) into all of the goals and work of the organization. This position will play an important role in achieving the organization’s EID goals through engagement with staff, board members, donors, volunteers and the public. We recognize that in order to serve diverse communities we must also have diversity represented in our staff. Applicants of color, immigrants, and other underserved persons are encouraged to apply.

Portland Audubon is committed to building a diverse and inclusive environment, reflecting the diversity of our community in its board, staff, volunteers, and members; ensuring its internal culture, business practices, and programs are welcoming and advance its diversity goals; and empowering staff to make positive changes in their environment and in Portland Audubon’s culture.

Portland Audubon does not discriminate on the basis of race; creed; sex; sexual orientation; gender identity; age; religion; marital status; national origin or ancestry; political affiliation; citizenship; lawful immigration status; or mental, physical or medical disability; Veteran status; or liability for service in the United States Armed Forces.