



JOB TITLE: Human Resources Director

REPORTS TO: Executive Director

SALARY and BENEFITS: Full Time (40 hours/week) \$80,000 annually plus medical, dental, and vision insurance, 403B retirement plan, 5 days PTO (year 1), 11 holidays, 2-week paid winter break, which includes 2 of the 11 annual holidays

LOCATION: MICOP office - Oxnard

EMPLOYEE STATUS: Exempt

POSITION IS OPEN UNTIL FILLED

Organization Summary:

Founded in 2001, Mixteco/Indígena Community Organizing Project (MICOP) supports, organizes and empowers the indigenous migrant communities of California's Central Coast through improved access to health and community resources, community organizing, language interpretation, education, direct assistance, cultural promotion, and our indigenous-led Radio Indígena community radio station. This position is located at our Oxnard office. MICOP offers a fast-paced, multilingual and multicultural work environment dedicated to carrying out our mission.

Position Summary:

MICOP is seeking an experienced and highly accomplished candidate for the newly established role of Human Resources Director for our growing organization of over 100 employees. The HR Director directs human resources functions including employment, compensation, benefits, training, affirmative action/equal employment, employee relations and services in support of organization objectives. The HR Director advises management on labor and other legal issues relative to employment. The HR Director will develop and implement organization-wide policies and programs that will contribute to its overall success. The position may include supervision of staff members that help sustain the HR department.

Key Responsibilities:

- Administers or oversees administration of human resource programs including compensation, benefits, and leave; disciplinary matters, disputes and investigations; performance and talent management; productivity, recognition, and morale; occupational health and safety; and training and development.
- Enhances the organization's human resources by planning, implementing, and evaluating employee relations and human resources policies, programs, and practices.
- Maintains the work structure by updating job requirements and job descriptions for all positions.
- Supports organization staff by establishing a recruiting, testing, and interviewing program; counseling managers on candidate selection; conducting and analyzing exit interviews; and recommending changes.
- Recruits, interviews, and hires new staff.
- Handles discipline and termination of employees according to company policy and state and federal employment laws.
- Mediating and suggesting solutions to employee disputes.

- Collaborates with administration to understand the organization's goals and strategy related to staffing, recruiting, and retention.
- Plans, leads, develops, coordinates, and implements policies, processes, training, initiatives, and surveys to support the organizations human resource compliance.
- Prepares employees for assignments by establishing and conducting orientation and training programs.
- Identifies staffing and recruiting needs; develops and executes best practices for hiring and talent management.
- Conduct research and analysis of organizational trends including review of reports and metrics front the organizations human resource information system.
- Monitors and ensures the organizations compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews and modifies policies and practices to maintain compliance.
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law: applies this knowledge to communicate changes in policy, practice, and resources to upper management.
- Updating employee handbook and policies.
- Compiles information about compensation and benefits packages based on market data.
- Ensures proper documentation for all employee files.
- Facilitates professional development, training, and certification activities for HR staff.
- Performs other duties as required.

Qualifications:

- Minimum requirements include a Bachelor's degree and 5 years experience in Human Resource management. Master's degree is highly preferred.
- Demonstrated commitment to mission and goals of MICOP.
- Previous non-profit experience is highly desired.
- Bilingual English/Spanish.
- Exceptional written, oral, interpersonal, and presentation skills and the ability to effectively interface with the Board of Directors, senior management, and staff in both Spanish and English.
- Strong leadership and managerial skills to oversee the HR department and work with all employees within the company.
- Excellent project and time management skills.
- Excellent organizational skills and attention to detail.
- Budget management skills.
- Knowledge of computer programs necessary to perform HR tasks.
- Ability to multi-task in a fast paced environment, build relationships, and work collaboratively.
- Thorough knowledge of employment related laws and regulations.
- A demonstrated track record of successful human resources management.
- Demonstrated success in delivering high-quality work products on a consistent, reliable basis in a fast-paced work environment.
- Demonstrated ability to highlight complex problems, develop and evaluate options, and implement solutions.
- Strong facilitation, consensus building and strategic thinking skills required.
- A team player with an attitude of service who has the ability to motivate others.
- Ability to act with professionalism, integrity, and confidentiality.
- Ability to have a positive working relationship with MICOP staff, members and allies.
- Excellent research and policy development skills.
- Ability to work collaboratively and independently.

Physical Requirements:

- Ability to work in person at MICOP's Oxnard office and travel to all of MICOP's California locations (currently Santa Maria and Paso Robles).
- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift 15 pounds at times.
- Must be able to access and navigate each department at the organization's facilities.