



**JOB TITLE:** Human Resources Representative

**REPORTS TO:** Operations Manager

**SALARY and BENEFITS:** Full Time (40 hours/week) \$21-\$24/hour 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:** Non-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 a candidate for the newly established Human Resources Representative position for our growing organization of over 100 employees. We are looking for a detail-oriented HR representative to join our team. The responsibilities of the HR representative include guiding employees through the appropriate on and off boarding policies, administering and executing human resource programs including but not limited to 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. The HR representative will require excellent interpersonal and teamwork skills, strong written and verbal communication, decision-making, and problem-solving skills.

**Key Responsibilities:**

- Creating and maintaining accurate employee records and gathering all related documentation and key details.
- Maintaining the HR department's policies and programs.
- Answering employees' questions regarding their benefits and compensation options and assisting with the administration of their benefits.
- Making recommendations to management regarding benefits packages to entice new hires.
- Posting job openings, reviewing applicants, and conducting interviews with potential hires.
- Creates job descriptions based on specifications of managers and contract/grant requirements.
- Maintaining records of all active job openings and received applications.
- Providing new hires with the appropriate paperwork and details of their new role.
- Assisting with audits, compliance reviews, and other mandatory reports.

- Acquires background checks and employee eligibility verifications.
- Implements new hire orientation and employee recognition programs.
- Mediates and suggests solutions to employee disputes.
- Handles employment-related inquiries from applicants, employees, and supervisors, referring complex and/or sensitive matters to the appropriate staff.
- Attends and participates in employee disciplinary meetings, terminations, and investigations according to company policy and state and federal employment laws.
- Maintains compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews policies and practices to maintain compliance.
- Reviews, tracks, and documents compliance with mandatory and non-mandatory training, continuing education, and work assessments. This may include safety training, anti-harassment training, professional licensure, and aptitude exams and certifications.
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.
- 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.
- Collaborates with administration to understand the organization's goals and strategy related to staffing, recruiting, and retention.
- 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.
- Updates employee handbook and policies.
- Compiles information about compensation and benefits packages based on market data.
- Ensures proper documentation for all employee files.
- Performs other duties as required.

**Qualifications:**

- Bachelor's degree in Human Resources, Business Administration, or related field preferred.
- At least one year of human resource management experience is preferred.
- Demonstrated commitment to mission, vision, and values of MICOP.
- Previous non-profit experience is highly desired.
- Bilingual English/Spanish. Mixteco or other indigenous languages is a plus.
- Exceptional written, and oral skills.
- Excellent project and time management skills.
- Organized and pays attention to detail.
- Ability to prioritize tasks and to delegate them when appropriate.
- Knowledge of computer programs necessary to perform HR tasks.
- Ability to multi-task in a fast paced environment, build relationships, and work collaboratively.
- Knowledge of employment related laws and regulations.
- Demonstrated ability to highlight complex problems, develop and evaluate options, and implement solutions.
- Strong analytical and problem-solving skills.
- 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, fairness, non-bias, 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.