



JOB ANNOUNCEMENT

Human Resources & Administration Manager

Open Until Filled

Are you passionate about racial and environmental justice?

Do you love working to ensure organizational sustainability?

Join EHC and help us achieve Environmental Justice

Environmental Health Coalition (EHC) is a San Diego/Tijuana non-profit environmental justice organization dedicated to empowering people, organizing communities, and achieving justice for low-income communities of color. We are an effective, results-oriented organization with a passion for social change. We have been making a difference in the lives of the individuals, families, and communities we serve for over 40 years.

EHC is seeking a skilled and dedicated administrative and human resources professional to join our team. The Human Resources & Administration Manager (HR/Admin) must share a commitment to environmental, racial and social justice. The HR/Admin is responsible for all areas of Human Resources, including administration, DEI, succession planning, recruitment, performance evaluations, professional development, and compensation.

The HR/Admin must be an experienced HR leader who enjoys taking a very hands-on and detailed approach to the work, and who also brings a high level of strategic vision, and a strong diversity and equity lens. The successful candidate must have a team-based perspective, a strong sense of fundamental fairness, demonstrated respect for staff and the ability to remain calm under pressure. The HR/Admin supervises up to 2 staff positions and multiple contractors. The HR/Admin oversees and implements the HR functions in collaboration with the Administrative Associate.

PRIMARY RESPONSIBILITIES

Human Resources Management

- Implement the HR strategic plan in collaboration with the Associate Director and Leadership Team to ensure organizational and staff sustainability; and sustain and improve positive organizational culture.
- Ensure full compliance with federal, state, local laws and/or regulations, and implement policies and documentation or processes to ensure such compliance.
- Regular review and updating of personnel policies and practices
- Regular updating of HR guidance manual and associated protocols

- Process HR-related claims and required disclosures, including workers comp and leave requests.
- Manage employee benefits package and perform periodic review to ensure high quality services
- Manage 401K program to include data entry, payroll reconciliation, submission of required disclosures and notifications and liaison with 401k administrator and lead 401k committee
- Liaison with health benefits brokers and benefit providers
- Maintain personnel files to EHC and State/Federal compliance standards.
- Oversee and approve payroll processing
- Maintain an employee benefits master sheet reflecting benefits and costs for each employee
- Manage workers compensation insurance and annual audit
- Manage HR consultants and contractors
- Serve as the HR liaison with organizations for which EHC serves as the fiscal agent
- Address safety or OSHA complaints or concerns and take a proactive stance in ensuring a safe environment for staff and visitors at EHC

Organizational Culture

- Develop and implement all recruitment, hiring, and onboarding processes to attract and retain excellent staff, volunteers, and interns
- Manage the recruitment and hiring process in an inclusive and effective manner for supervisors and hiring managers, including development of standardized position descriptions and interview processes and protocols
- Ensure the onboarding process for new hires is organized, effective and welcoming
- Work to develop all team members to their fullest potential through development and promotional opportunities
- Proactively conduct regular reviews of salary structure to ensure equity and competitiveness externally with like organizations, and internally within position levels
- Develop and oversee contracts with outside HR vendors and providers

Fiscal Management

- Ensure accurate review of HR, health insurance, administration, and operations related invoices
- Ensure coordination between fiscal department staff and employees when wage garnishments or other payroll deductions occur
- Assist fiscal department in monthly reconciliation in accounting software system

Operations Management

- Monitor, manage and evaluate organizational insurance policies
- Oversee facility management including lease provisions and CAM charges
- Review and provide initial approval of all organizational contracts with outside vendors
- Develop and maintain operational policies and practices
- Lead organizational response to major events potentially impacting employee health and safety including pandemics or disasters

Part of the Team

- Maintain a culture of health and sustainability among EHC staff
- Enable EHC staff to excel through encouragement and development opportunities
- Maintain a high level of confidentiality surrounding staff HR and managerial information
- Demonstrate an ongoing affinity with social and environmental justice issues

REQUIRED QUALIFICATIONS AND SKILLS

- A demonstrated track-record of success and expertise in mid-level non-profit management, preferably within a social, environmental or racial justice organization
- At least 3 years' experience working in human resources
- Experience leading and participating on teams with shared responsibility for decision-making
- Hands-on experience building and maintaining positive and inclusive workplace cultures

- High level of attention-to-detail
- Fiscal management experience
- Excellent verbal and written communication skills
- Exceptionally high level of emotional intelligence and self-awareness
- Ability to handle multiple tasks, work under pressure, and maintain attention to detail
- Proficient with relevant computer programs including Microsoft Word, Outlook, Excel, Access, HRIS systems, payroll systems, data base systems, and QuickBooks
- Must demonstrate the ability to be culturally competent in all respects
- Excellent analytical ability

PREFERRED QUALIFICATIONS AND SKILLS

- Bachelor’s degree in Business, Finance, Human Resources, Sociology or related field; or Master’s degree in a related field of study preferred
- Human Resources certification, such as SHRM Senior Certified Professional
- Bilingual – English/Spanish

Salary Range: \$75,500 – \$93,600, commensurate with experience
Benefits Include: Health, dental, 401k, LTC, generous vacation and wellness leave, professional development, and other benefits.
Target Start Date: Position to remain open until filled
Applications: Submit **cover letter and resume** to Environmental Health Coalition, frontdesk@environmentalhealth.org. Subject line should read: **HR & Admin Manager** followed by your name.

EHC IS AN EQUAL OPPORTUNITY EMPLOYER

We believe in the value of a diverse workforce and we do not discriminate against anyone. If you require reasonable accommodation during the application process or in employment, please include a description of such in your cover letter. EHC is committed to maintaining a work environment that is free of unlawful discrimination and harassment.

Safety First! EHC requires that every staff member be fully vaccinated against COVID-19 and its variants, including any boosters recommended by the FDA and Centers for Disease Control and Prevention (CDC). Proof of vaccinations must be provided.