



JEWISH **FAMILY** SERVICE

Jewish Family Service is a 130-year-old non-profit organization providing social services to individuals and families in the Jewish and greater communities of the Puget Sound region. We help people achieve well-being, health and stability. For more information about JFS, please visit [www.jfsseattle.org](http://www.jfsseattle.org).

Jewish Family Service is seeking a **People & Culture (HR) Manager** to join our People and Culture team. This full-time (37.5 hours per week) position will provide comprehensive Human Resources support including policy and program administration, recruitment strategy and implementation and manage HR administrative functions. The ideal candidate will thrive in a high touch rewarding environment, with a strong relational orientation and demonstrated HR and administrative experience. The position will be based out of the Seattle Capitol Hill office and will be eligible for a hybrid work schedule. Occasional travel to other locations will be required.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Ensure HR policies are administered consistently throughout the agency and in compliance with state and federal laws.
- Oversee recruitment strategy and design including candidate screening and tracking, create job postings, maintain current job descriptions, conduct initial interviews, process background checks and ensure consistent interview practices across the agency.
- Respond to staff inquiries and questions in a timely, clear and consistent manner.
- Partner closely with the finance team to administer HRIS data entry to ensure timely and accurate payroll deductions, employee changes and benefits administration.
- Ensure HR policies reflect changes in employment law, align with organizations values and demonstrate the agency's commitment to equity and belonging; conduct annual Employee Handbook review in collaboration with Chief People & Culture Officer (CPCO).
- Provide supervisors with support and coaching when employee relations questions and issues arise in partnership with CPCO.
- Manage data, documentation and workflows effectively and update process and procedure guidelines in HR Operational Handbook.
- Maintain personnel files, process new hire documentation, monitor 401K enrollment and compliance, and manage employee termination process including COBRA compliance and exit interviews.
- Assist and advise employees and managers regarding leave of absences and other HR policies and procedures.
- Coordinate new employee onboarding process, conduct HR orientations and organize quarterly new hire gatherings.
- Prepare and file annual reports including EEO-1, ACA, compile data for benefit renewal reports and compensation surveys and others as needed.
- Support a variety of HR activities including performance appraisal process, tracking employee leaves, workers compensation, unemployment claims activity, annual pay increases, employee communications, recognition programs and agency-wide meetings.
- Serve on the Wellness Committee, support Equity and Belonging initiative work and coordinate trainings for supervisors and staff.
- Stay current on trends, best practices and new technologies in human resources, talent management and employment law.
- Perform other duties as assigned.

**QUALIFICATIONS:**

- Minimum three years human resources experience with Associate or Bachelor's degree in Human Resources, Business or related field or equivalent experience; non-profit or human services experience a plus.
- PHR, SPHR, SHRM-CP or SHRM-SCP certification a plus.
- People-oriented, results-driven with a high level of integrity and professionalism.
- Ability to exercise sound judgment and work with highly confidential and sensitive information.
- Strong organizational and problem-solving skills with ability to work independently.
- High attention to detail, capacity to work well under pressure and meet frequent deadlines.
- Excellent verbal and written communication skills with strong project management experience.
- Ability to foster and maintain positive relationships with staff across the agency and a passion for providing an employee focused service-oriented HR experience.
- Excellent computer skills with proficiency in Microsoft Office Suite: Outlook, Word, Excel, PowerPoint, HRIS systems and applicant tracking software.
- Knowledge of local, state and federal employment laws, procedures and best practices.

**SALARY AND BENEFITS:**

- The starting pay for this position \$79,342 to \$88,157.
- Jewish Family Service offers a comprehensive benefits package including:
  - 100% employer-paid premiums for employee medical, dental, life insurance, long-term disability, and employee assistance program.
  - 15 annual vacation days increasing to 20 after 2 years, and generous paid sick time.
  - Paid Federal and Jewish holidays.
  - 5% employer contribution to 401k retirement plan (no employee contribution required).
  - Additional benefits include: vision coverage and FSA enrollment.
  - JFS values and provides opportunities for continued growth and learning for all team members.

*If you are interested in joining our team visit our careers page: <https://www.jfsseattle.org/careers/>*

**Please submit both a cover letter and resume**

NO PHONE CALLS PLEASE.

EEO/Disabled/Vets

