



<b>Job Title:</b>	Human Resources & Diversity Manager	<b>Department:</b>	Administration
<b>Reports to:</b>	Director of Finance & Administration	<b>Status:</b>	Full time, exempt
<b>Location:</b>	Arlington, VIRGINIA	<b>Salary Range:</b>	\$72,000.00 - \$75,000.00

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**Benefits:** We offer premium medical benefits, dental and vision insurance; separate vacation and sick time accruals, 12 annual paid holidays plus 8 annual floating holidays (for 2023); flexible working hours and the opportunity to work remotely a few days per week for qualified positions. After 2 years of employment, employees qualify for a retirement contribution of 7%. This position also qualifies for the Public Service Loan Forgiveness Program and the League pays a salary bonus for language ability in: Arabic, Mandarin, Sign Language, Spanish or Vietnamese. Plus, free pet adoptions, pet vaccines and more!

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**Summary:** The Human Resources & Diversity Manager will work closely with the senior leadership team as the principal advisor on human resources issues and will drive the implementation of initiatives that foster a diverse and inclusive workplace culture and enhance the ability to recruit, develop and retain a high-performing, diverse workforce. This position is also in charge of facilitating employee relations and handling employee situations with a focus on conflict resolution. In addition, this position will oversee the HR Specialist to ensure successful employee benefits, payroll processing and HRIS management in accordance with the League's policy and procedures. To learn more about the Animal Welfare League of Arlington and how to apply, please visit us at <https://www.awla.org/about/careers/>

**Responsibilities include the following however other duties may be assigned:**

**Diversity & Inclusion**

- Research, develop, recommend, and execute creative strategies to foster the League's diversity goals
- Review the League's workplace policies and procedures ensuring they are all-inclusive
- Draft and implement recruiting and hiring strategies to attract employees from diverse backgrounds
- Support and guide recruitment to appeal to diverse applicants and removes bias
- Develop and/or acquires training and development to aid diversity and retention initiatives, including building relationships among employees through diversity and inclusion training
- Identify external trends and recognize best practices that will increase diversity among the workforce
- Create, sponsor and encourage employee groups to support a Diverse working environment
- Maintain knowledge of diversity-related issues, legislation and best practices

**Employee Relations**

- Responsible for interpreting and applying the League's established policies and procedures regarding employee relations matters
- Review all written positive and negative documentation to ensure fair and consistent application of policies
- Review, document and analyze information about grievances from both team members and management to make recommendations for corrective action
- Report significant events and problem-resolution efforts to the CEO to ensure awareness of the employee relations climate and key events
- Conduct investigations of employee incidents, making recommendations to reduce incidents
- Liaison with employees (coaching) and managers when appropriate

**Recruitment & Retention**

- Collaborate with the CEO on leadership recruitment, retention and pipeline strategies
- Work with the Leadership team to develop and implement onboarding strategies
- Recommend, design, develop and implement innovative learning and development programs that support the full employment lifecycle, including onboarding, career development, wellness, succession planning, and management and leadership development



- Consult with management on performance, organizational and leadership matters. Conduct needs assessments to determine measures required to enhance employee job performance and overall company performance
- Maintain internal job descriptions and external job announcements

#### **Human Resource Management**

- Responsible for the administration, supervision and compliance of all human resources activities
- Annually review and make recommendations to executive team for improvement of policies, procedures and practices
- Supervise the HR Specialist whose primary responsibilities are payroll, benefits and HRIS management
- Act as primary point of contact for internal policies and employee classifications
- Maintain responsibility compliance with federal and state legislations
- Prepare annual HR audit materials
- Recommend and lead projects to improve and implement HR systems and processes
- Ensure timely payroll processing and system upgrades with support from the HR Specialist
- Oversee employee information and document retention
- Ensure new employees are in receipt of and familiar with the League's handbook
- Conduct exit interviews and share information in accordance with internal policies

#### **Supervisory Responsibilities:** HR Specialist

#### **Qualifications:**

- At least 7+ (seven plus) years of Human Resources experience in an equal or similar role, required
- Proven experience leading DEI strategies and priorities
- Experience implementing strategies to increase employee engagement
- Skilled and able to speak to sensitive topics such as equity and inclusion
- Ability to establish a high level of credibility quickly and gain the trust and respect of others
- Adaptable to shifting needs, evolving priorities and urgent situations that arise
- Excellent verbal & written communication skills including dispute resolution skills and active listening skills
- Thorough understanding of federal, state and local laws with an emphasis on equal employment opportunity laws and regulations
- Excellent organizational skills and attention to detail
- Strong analytical and problem-solving skills
- Proficiency with Microsoft Office applications and Google Suite
- Excellent employee service skills
- Flexible schedule with the ability to work evenings, weekends, non-standard hours, as needed
- Ability to work calmly under pressure
- Desire and ability to present a positive, enthusiastic and professional image in representing AWLA, both internally and externally
- Ability to maintain discretion with confidential information
- Have a passion for the mission and a deep commitment to the goals of the organization
- Experience in the field of animal welfare or animal sheltering, helpful but not required

**Typical physical & mental demands:** Requires frequent bending, reaching, stooping, kneeling, walking/standing, eye-hand coordination and manual dexterity sufficient to operate a keyboard, telephone, photocopier, calculator and other equipment or machinery. Will have exposure to injured and deceased animals, disinfectant solutions, and variable indoor and outdoor temperatures. May assist in animal restraint and deal with distressed or dangerous animals, and could be subject to bites and scratches. Requires manual dexterity to keep a strong animal on leash or operating a door while holding a strong animal on leash simultaneously. May be required to lift heavy items or animals (upwards of 50 lbs) and be otherwise physically active. Requires normal range of hearing and eyesight to communicate with the public, volunteers, staff, and animals. Also requires flexibility and adaptability to



work with frequent interruptions. Must be comfortable around dogs, cats, small companion animals, reptiles, amphibians and wildlife.

**Vaccination requirement:** Upon hire, employees will be required to receive rabies prophylaxis and tetanus vaccinations. We also require employees to be vaccinated against COVID-19.

*We welcome applications from people of color, indigenous people, LGBTQ individuals, and other communities that have been marginalized and disproportionately impacted by violence and abuse. We aim to maintain a diverse and dynamic workforce and are committed to providing equal employment opportunities (EEO) to all employees and applicants for employment and promotions without regard to race, color, religion, gender, sexual orientation, gender identity, marital status, veteran status, age, national origin, disability, or any other basis protected by federal, state or local law. Applications will be considered on a rolling basis and positions remain posted until filled. **No phone inquiries, please.** The Animal Welfare League of Arlington is a 501(c)3 non-profit organization.*