



Creating an Oregon where all mothers, caregivers, and families are economically secure.

Position Title: Human Resources and Operations Director

Reports to: Executive Director

Direct reports: Operations Coordinator

Location: Portland, Oregon (hybrid in-person and remote)

Salary Range: \$72,365 - \$76,841

Classification: Full Time; Regular; Exempt; At Will

### About Family Forward:

Family Forward is part of three affiliated organizations that center caregiving, amplify the voices of moms and caregivers, pass policies, and elect candidates who fight for our families to create more racial, gender, and economic justice.

We envision Oregon as a place where the unpaid and underpaid labor of caregiving is seen and valued, and the intersectional needs of caregivers are brought to the forefront of our societal systems, through the fulfillment of their importance, agency, and power.

The collective work of our three affiliated organizations centers care and caregiving, amplifies the voices of moms and caregivers, passes policies, and elects candidates who fight for our families, as we create more racial, gender, and economic justice.

### Family Forward Oregon

We work collectively to educate and advocate for systems that elevate the vital work of care and caregiving in its many forms within our community.

### Family Forward Action

We build the collective power of mothers and caregivers to actualize their agency to fight for racial, gender, economic, and reproductive equity.

### The Mother PAC

The Mother Political Action Committee is a grassroots political action committee that works to endorse and elect more champions for care work in Oregon, especially those who identify as moms and caregivers and/or Black, Indigenous, and people of color.

## About this Role at Family Forward:

Family Forward is an organization committed to racial, gender, and economic justice. The entire organization approaches its work using a transformational organizing framework. The Human Resources and Operations Director should have a deep understanding of and a strong ability to communicate about systems of oppression, transformational organizing, systems change, and shifting the narrative around care and caregiving.

The Human Resources and Operations Director at Family Forward contributes to the organization's strategic thinking while being involved in the day-to-day operations. They will take the lead and ensure consistent application of Family Forward's employee life cycle process from recruitment, engagement, retention, and separation - all with an equity lens. The Director will provide consultation to the leadership team and supervisors while also executing all aspects of HR operations (payroll, benefits, and compliance). The HR and Ops Director will ensure that the business side of the organization is in compliance by managing our office needs (like office and workspace/software, and general insurance). The Director will ensure that org-wide policies are equitable, updated, in compliance, and implemented.

## ESSENTIAL DUTIES & RESPONSIBILITIES

### Human Resources

- Work with the Executive Director to develop human resources strategies that positively impact organizational culture and the ability to retain and recruit staff.
- Ensure that the organization's employee recruitment, hiring, onboarding, performance evaluation, and separation practices are implemented consistently and equitably.
- Review, interpret, and recommend personnel policies ensuring they are aligned with our organizational values.
- Implement and assist employees and supervisors with the interpretation of HR policies and procedures.
- Manage the benefits administration process (guide employees through open enrollments and benefits changes; work with brokers to update plans on an annual basis).
- Maintain confidential personnel files in accordance with state and federal laws.
- Lead and review org-wide compensation ensuring alignment with Family Forward's compensation philosophy.

- Process payroll and ensure accuracy on a monthly basis.
- Ensure legal compliance by monitoring and implementing applicable federal, state, and local HR requirements.

## Operations

- Manage and coach the Operations Coordinator.
- Oversee organizational support ensuring staff have the resources they need to reach their goals (office and workspace needs are met, software tools are relevant and provided, policies are up-to-date and communicated)
- .Oversee legal and operational compliance (secure and maintain business insurance; monitor and apply c3/c4/PAC rules; meet all reporting requirements).

## REQUIRED SKILLS & ATTRIBUTES

Applicants who have any combination of education, experience or demonstrable life experience that meets the requirements of this position may be considered.

- Commitment to Family Forward's mission and demonstrated experience using a gender, racial, and economic justice message framework.
- Values-driven, strong, demonstrable, commitment to racial, gender, and economic justice. Committed to Family Forward's mission.
- Experience with hiring, human resources management, benefits administration, performance management, communication processes, compensation and wage structure, and employment law.
- Understanding of labor law, general human resources policies and procedures and a strong equity lens.
- Ability to manage access to sensitive information and maintain confidentiality.
- Excellent verbal and written communication skills in English.
- Excellent judgment and creative problem solving skills, including negotiation and conflict resolution skills.
- Ability to manage competing priorities and deadlines in a fast-paced environment.
- Comfortable working independently and also as part of an active team, collaborative and actively seeks input and opportunities for alignment across the organization's members and initiatives.
- Strong computer skills, including familiarity with HR software platforms and basic proficiency in Google Drive.

## ADDITIONAL PREFERRED SKILLS (BUT NOT REQUIRED)

- Experience working in a nonprofit organization.
- Familiarity with Rippling HR platform.

We are focused on building a diverse and inclusive workforce. If you're excited about this position but do not meet all of the qualifications listed above, we still encourage you to apply!

## WAGES AND BENEFITS

This is a 40-hour per week position (1.0 FTE). The annual salary range is \$72,365 - \$76,841 for 1.0 FTE/40 hrs per week salary.

Family Forward offers an excellent benefits package to employees including:

- A generous Paid Time Off policy (20 days in the first year) with a portioned amount made available upon hire.
- Fourteen paid holidays.
- Paid sabbatical after 8 years of employment.
- Fully subsidized employee health, dental, and vision insurance premiums plus a significant contribution to dependents' premiums.
- Potential federal student loan forgiveness under the Public Service Loan Forgiveness program.
- Access to a retirement savings plan.
- Access to a Flexible Spending Account.
- Professional development and other learning opportunities.
- A working environment that is collaborative and supportive where we value coming to work as full people. We practice supporting all staff in balancing work and our rich personal lives. We value having an inclusive and family-friendly work environment.

## TO APPLY

People who identify as Black, Indigenous and/or people of color, queer, transgender, gender nonconforming people, mothers and other people with caregiving responsibilities, and people with disabilities are strongly encouraged to apply.

Please submit your resume and a cover letter by emailing [jobs@familyforward.org](mailto:jobs@familyforward.org) with "Human Resources and Operations Director" in the subject line. Your cover letter should speak to your relevant experience and your passion for the movement for racial, gender, and economic justice.

Applications will be reviewed and applicants invited to phone screens on a rolling basis. This job posting will remain open until filled. Applicants are encouraged to apply before the deadline of 9am on Friday, January 26, 2024.

Family Forward Action is an Equal Opportunity Employer. We do not discriminate on the basis of race, creed, color, national origin, sex, age, sexual orientation or disability.

