



## HR & Equity Director

**Who We Are and What We Do:** Through training and mentorship, we empower community members to stand up for abused and neglected foster children and champion their best interests in court. We dedicate our resources to recruiting, training, and supporting volunteers in order to provide quality advocacy to as many children as we can.

CASA for Children (CASA) supports nearly 500 volunteer court-appointed special advocates (CASAs) who serve and advocate for the best interests of abused, neglected and abandoned children under the protection of the Juvenile Dependency Court. This year 1,000 children will benefit from their tireless and tenacious work.

We are growing! With investment from foundation, corporate and individual funders as well as an increase in state funding, we are enhancing our ability to serve more children in the foster care system. We are in search of dynamic, thoughtful, and persistent individuals who are passionate about changing the lives of children.

Ideal candidates will understand the importance of family as well as the impact of trauma. They will share our diversity, equity, and inclusion journey through personal learning and have a willingness to support CASA's equity commitments. If this sounds like you, we would love to have you join our team.

### **Where You Will Work:**

1401 NE 68<sup>th</sup> Ave., Portland, OR 97213

### **Who You Will Report To:**

Executive Director

### **Position Type:**

Full Time (1 FTE), Exempt (salary) position

### **Position Overview:**

The HR & Equity Director is responsible for planning and directing all aspects of CASA For Children's human resources policies, objectives, and initiatives. Reporting to the Executive Director and accountable to the entire leadership team, this position ensures that human resource initiatives support the organization's stated values and help achieve its mission, vision and goals.

The HR & Equity Director positively influences decisions to improve organizational culture and supports the leadership team to create an inclusive, professional culture in which all employees embrace our core values and embody our DEI Mission, Vision and Values Statement. This position enhances organizational effectiveness through internal consulting and coaching for all employees and managers.

### **Core Functions/Accountabilities**

#### **Human Resources and Employee Relations (50%):**

- Manage all HR processes including hiring, onboarding, employee benefits and leave, employee relations, separations/offboarding, and exit interviews

- Maintain employee handbook, HR manual, forms, and agreements, writing HR policies and procedures as needed
- Direct all activities related to compensation plans, salary administration, and implementation of the organization's compensation structure
- Analyze job candidate, staff, and board demographics for evidence of inequities in CASA For Children's processes
- Analyze and improve HR functions and employee benefits to advance organizational goals, conducting feedback discussions and surveys as needed
- Oversee all current and archived personnel and employment documentation to ensure legal compliance and accessibility
- Ensure leadership and staff decisions align with internal processes, legal and regulatory requirements, and utilize an equity lens
- In collaboration with the Executive Leadership Team, create and execute strategies to address internal culture challenges and opportunities
- Recommend adjustments to policies and procedures as necessary and in accordance with legal and regulatory changes, conduct HR investigations as necessary
- Ensure that human resources policy, direction, and standards are established and clearly communicated across the organization.
- Shared management and supervision of Accounting & HR Assistant

### **Diversity, Equity and Inclusion (30%)**

- Facilitate and implement staff-level DEI work including facilitating the staff Diversity, Equity & Inclusion (DEI) Committee and leading the development and execution of annual equity plans
- Develop, oversee, and advance the organization's equity work plan
- Operationalize DEI in HR policies, procedures, and systems and integrate DEI into all aspects of the employee lifecycle including recruiting, retention, and training
- Support *Knowing Who You Are* anti-bias training with community outreach and implementation
- Provide regular updates on DEI, HR activities and progress across the organization, at staff, leadership, and board meetings

### **Staff Training, Development, & Retention (20%)**

- Create and enhance Employee Lifecycle strategies and processes especially focused on performance management and training, with feedback and approval from Executive Leadership Team
- Develop systems to track and support staff retention
- Develop an employee development program including manager training, providing coaching to support the development of effective managers in the organization
- Collaborate with the Executive Leadership Team on supporting succession planning
- Collect feedback on employee experiences and satisfaction
- Manage employee feedback/review processes and implement improvements where necessary
- Compile, conduct, and/or provide information on training opportunities for staff & managers

## Qualities We Are Looking For:

- Passion for CASA's mission, and Diversity, Equity & Inclusion
- Familiarity with the impacts of racism and intersectional oppressions in the nonprofit sector through lived experience, education, professional experience or a combination of all three
- Proven leadership, management, communication and interpersonal skills, with the ability to adapt facilitation approach based on group dynamics, identities, and needs
- Ability to manage a project from inception to completion, and maintain accuracy and confidentiality
- Experience mediating or facilitating conflict resolution processes and providing coaching for managers

## Qualifications You Will Need:

- 5+ years of human resources experience including: employee relations, staffing, compensation/salary administration, benefits, performance management and leadership/management development.
- 3+ years experience identifying and addressing racial and/or ethnic disparities/barriers through use of an equity lens, disaggregated data, or other approaches
- 3+ years of experience facilitating trauma-informed conversations about racism and intersectional oppressions in diverse groups
- Successful completion of HR coursework and proven familiarity with employment laws

## Other Things You Will Need:

- ✓ Successfully complete a criminal justice and DHS abuse registry background checks (*Note: CASA checks the criminal background of potential volunteers and employees in an effort to create a safe environment for staff, volunteer advocates and for the children we serve. Having a criminal record may not be an automatic disqualifier. Your background check will be evaluated based on the specific position you are applying for.*)
- ✓ Proof of U.S. residency required
- ✓ Proof of COVID-19 vaccination status or approved religious or medical exemption
- ✓ Complete CASA's "Knowing Who You Are" training in your first six months of employment

## Your Salary and Compensation:

The starting range for this position is from \$90,000 - \$95,000 depending on experience. Compensation includes a great benefits package with medical (including mental health coverage), employee assistance program, dental, disability and life insurance, retirement plan, and a very generous paid time off and holiday schedule to help with work/life balance.

*Special perks:* Paid time off (PTO) of 160 hours is awarded so your full PTO for the year is available upon hire, we take extra days off at the end of the calendar year (outside of PTO) for a total of 19 holidays given annually, and CASA provides a 401(k) that matches employee deferrals up to 5% of salary

## How You Can Apply:

Send your **resume and cover letter** to [jobs@casahelpskids.org](mailto:jobs@casahelpskids.org) noting **HR & Equity Director**. We review applications as we receive them so apply early for the best consideration. **The deadline to apply is Dec. 31<sup>st</sup> at 5 pm** but a candidate pool could be chosen sooner if an ideal candidate is found. We prefer not to receive phone inquiries.