



Human Resources Manager

DECEMBER 2017

NILC IS EXCLUSIVELY DEDICATED to defending and advancing the rights and opportunities of low-income immigrants and their families. Our mission is grounded in the belief that every American—and aspiring American—should have the opportunity to fulfill their full potential regardless of their color, where they were born, or how much money they have. Using our deep expertise in litigation, policy, and communications, we address issues that affect the lives of low-income immigrants and work with communities across the nation to create a more inclusive, just, and equitable society.

Join our dedicated, collaborative, and fun team as we fight to defend and advance the ideals that our nation is founded on!

Position and Background

The HR Manager oversees human resources planning and operations at NILC. Areas of responsibility include benefits management, employee relations, compensation management, diversity, and policy development and implementation. The manager ensures all people-management aspects of the organization function in a smooth and effective manner. The HR Manager reports to the Deputy Director, Development and Operations, and works closely with the Director of Talent Management to ensure NILC is well-positioned to attract, develop, and retain an outstanding staff. This position works closely with the management team to maintain accountability to NILC's Senior Leadership Team and executives. It is based in Los Angeles, Calif.

Essential Functions

1. Develops and administers various human resources plans and procedures for all company personnel.
2. Plans, organizes, and controls all activities of the department. Participates in developing department goals, objectives, and systems.
3. Implements and annually updates the compensation program; writes and revises job descriptions as necessary; conducts annual salary surveys and analyzes compensation trends; monitors the performance evaluation program and revises as necessary in cooperation with the Director of Talent Management.
4. Develops, recommends, and implements personnel policies and procedures; prepares and maintains handbook on policies and procedures.
5. Manages benefits administration to include claims resolution, change reporting, approving invoices for payment, annual reevaluation of policies for cost-effectiveness, information activities program, and cash flow.
6. Develops and maintains EEO, affirmative action, and workforce diversity programs.

7. Supports the Talent Management Department in the recruitment, development, and retention of staff
8. Provides leadership, together with the Director of Talent Management, in developing, implementing, and managing the NILC employee onboarding process.
9. Establishes and maintains department records, and reports and maintains organizational charts and employee directory.
10. Evaluates reports, decisions, and results of department initiatives in relation to established goals. Recommends new approaches, policies, and procedures to effect continual improvements in efficiency of department and services performed.
11. Ensures compliance with all federal, state, and local employment laws.

Competencies

- Business acumen
- Written and verbal communication
- Consultation
- Critical evaluation
- Cultural awareness
- Leadership and navigation
- Relationship management
- Ethical practice

Supervisory Responsibility

This position manages the HR Coordinator and is responsible for the performance management and hiring of the employees within the department.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment.

Position Type/Expected Hours of Work

This is a full-time position. Days and hours of work are Monday through Friday, 8:30 a.m. to 5 p.m. This position regularly requires long hours and weekend work.

Education and Experience

Requires a bachelor's degree in human resources or related field. Certification in human resources or master's degree preferred. The successful candidate will demonstrate a minimum of 6 years of human resources management and supervisory experience. A strong background in nonprofit management is preferred, along with experience in social justice, nonprofit legal, and immigrant advocacy or other comparable public interest experience.

Salary and Benefits

Competitive salary DOE. Benefits include health, dental, and vision; disability and life insurance; flexible spending account; 403(b) employer retirement plan. Excellent time off benefits!

To Apply

Please send a detailed cover letter explaining why you are the best candidate for this position and resume to the National Immigration Law Center, **Ref # HRM1217**. Send these materials by email to jobs@nilc.org. Applications will be accepted on a rolling basis.

Please do not send duplicate materials. Incomplete applications will not be considered. You must have all materials requested and follow instructions provided above to be considered. **No phone calls, please.**

*NILC is an equal opportunity employer; people of color and individuals from diverse backgrounds are **encouraged** to apply. NILC does not discriminate on the basis of race, color, national origin, citizenship status, ethnic background, religion, political orientation, gender, sexual orientation, gender identity, age, disability, or any other protected class.*
