



Position Title: Human Resources Manager

Reports To: Director of Finance and Administration

Duration: Regular Position

Hours: 1.0 Full-Time Equivalent

Compensation: \$50,522–58,569, plus benefits: 90% employer-paid medical, dental, vision insurance, 401K plan with employer contribution, transit subsidy, cell phone credit, paid professional development opportunities, paid time off starting at three weeks per year, seven paid holidays annually, and a flexible schedule.

Organization Description:

APANO (The Asian Pacific American Network of Oregon) unites Asians and Pacific Islanders to build power, develop leaders, and advance equity through organizing, advocacy, community development, and cultural work. We envision a just world where Asians and Pacific Islanders, and communities who share our aspirations and struggles, have the power, resources, and voice to determine our own futures, and where we work in solidarity to drive political, social, economic, and cultural change. APANO has a 501(c)(3) organization called APANO Communities United Fund (CUF) and works closely with its affiliate 501(c)(4) organization, APANO.

Position Description:

APANO is looking for an experienced human resources leader who will help APANO and APANO CUF strengthen systems and further our strategic priorities, particularly around diversity, equity, and inclusion in its HR practices after a period of strong growth. The HR manager will lead the evaluation of current policies, practices, and procedures and recommend improvements in line with our mission, vision, values, and commitment to equity, transparency, and accountability. They will also ensure overall administration, coordination, and evaluation of human resources plans and programs. The HR manager will balance supporting staff as a trusted partner while keeping the organization compliant and innovative in its HR practices. They will be a major contributor to creating and promoting an equitable and inclusive work culture. This individual will be an integral part of a leadership team working to change and improve the lives of Asians and Pacific Islanders in Oregon.

Primary Responsibilities:

- Evaluate, strengthen, and administer APANO's human resources programs including:
 - Oversee and work with APANO supervisors to ensure an effective and coordinated employment life cycle from job creation to exit (onboarding, check-ins, performance evaluations, salary and benefits administration, employee relations, professional development, meaningful exit information gathering, plus more)
 - With the Director of Finance and Administration (DFA), implement, advise on, and coordinate a meaningful performance evaluation program
- Advise on, help define, and implement APANO's compensation philosophy and practice with the DFA and Executive Director
- Update and maintain personnel policies and procedures on a regular basis
- Partner with supervisors on an ongoing basis to assist with employee needs
- With employees and supervisors, create and update job descriptions as needed
- Working with supervisors and staff, create professional development and other training protocols
- Assist the Bookkeeper/Payroll Administrator with benefits administration
- Create and maintain organizational records and reports
- Participate in administrative staff meetings

Required Qualifications:

The HR Manager will have:

- Demonstrated human resources management experience in a nonprofit setting
- Respect for and demonstrated experience working with social justice organizations
- Demonstrated commitment to and experience in upholding the values of diversity, equity, and inclusion
- Working knowledge of Oregon and federal labor laws
- Excellent organizational skills, able to pivot, manage projects and time effectively
- Strong decision-making, strategic, systems thinking, leadership, interpersonal, and ethical conduct skills
- High standards of confidentiality, judgment, and diplomacy
- Collaborative attitude, with the ability to adapt to a dynamic work environment
- Sufficient English proficiency, as this position communicates regularly in written and spoken English

Plus, but not required:

- a deep understanding of issues affecting Asian and Pacific Islander communities
- Experience working with culturally specific nonprofit organizations
- Experience in project management
- Excellent team player who is also capable of self-direction

How to Apply

Applications received by December 7, 2020, at 9:00 am Pacific Time will be prioritized for initial review. To apply, email your complete application to jobs@apano.org with the subject line "Human Resources Manager."

Complete applications will include:

- Cover letter (1 page max) clearly outlining the specific skills and knowledge that you bring to the job and how you are a good fit with the responsibilities of the position
- A resume (2 pages max) with relevant experience, work history, education, and accomplishments
- If you proceed to a final round of review, we will ask for 2 references with contact information and your relationship to the reference (you may include these references in your initial application, but it is not required)

For more information, please email jobs@apano.org.

APANO and APANO Communities United Fund are actively seeking to increase representation and develop the leadership of women, LGBTQ people, people with lived experience of economic injustices, and other underrepresented groups, including diverse API communities, both within the organization and the broader racial justice movement in Oregon and API communities. APANO and APANO Communities United Fund are equal opportunity employers. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status, or any other legally protected classification.

