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Staff Position Description

Position:	Director, Human Resources
Program:	Administration
Location:	St. Paul, MN with options for remote or hybrid work
Date Posted:	3/29/2022
Reports To:	Executive Director
Salary:	\$95,000 to \$125,000 (DOQ)
Schedule:	Full time, Monday through Friday, 8:00 AM - 4:30 PM
Benefits:	Health and dental insurance, paid time off, 401(k) Safe Harbor retirement saving plan

Conservation Corps Minnesota & Iowa (CCMI) is a 501(c)(3) nonprofit organization and AmeriCorps grantee that engages hundreds of youth and young adults each year in programs and initiatives that improve access to outdoor recreation, restore natural habitat, protect waterways, and respond to community needs and natural disasters. **Our mission** is to engage youth and young adults in meaningful service, leadership development, and environmental stewardship. **Our vision** is a world in which everyone has equitable access to nature, is equipped to succeed in career and life, and is empowered to make a difference in conserving natural resources. Learn more at conservationcorps.org.

Our values embody safety, service, respect, equity, and community. In working toward our vision, we believe that it is important we commit to the following:

- Using equity as a lens for the work we do and decisions we make
- Building a shared vision surrounding Justice, Equity, Diversity, and Inclusion goals with our partnering organizations and communities, and
- Providing an equitable training environment and high-quality programming to all our participants.

Read our full Justice, Equity, Diversity, & Inclusion statement online at:

conservationcorps.org/about/jedi/.

Position Summary:

The Director of Human Resources oversee all human resources (HR) functions ranging from policy, compliance, recruitment, to advising supervisors and managing the day-to-day operational details critical to the HR operations and rooted in AmeriCorps culture, compliance, and regulatory issues. As a member of the Senior Leadership Team (SLT), the Director of Human Resources participates in agency-wide strategic planning to ensure the organization has authentic impact within the agency that creates and maintains a work environment where all employees feel valued.

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Relationships:

The Director of Human Resources supervises HR support staff and Recruitment Manager, serves as a member of the senior leadership team, advises and consults program directors and supervisors, and serves as director-level sponsor and advisor for staff-directed Justice, Equity, Diversity, and Inclusion (JEDI) initiatives.

Key Responsibilities:

- Provide oversight of the Human Resources Department including compensation and benefit plans; recruitment, selection, and placement process; human resource data management systems; performance management; staff development; employee orientation programs; and employee recognition activities.
- Deliver human resource practices, processes, procedures across employee groups, AmeriCorps members and Youth participants who serve as Corpsmember within CCMI programs
- Adopt a vision and leadership framework that support the development of strategies for organizational design, effectiveness, and change management.
- Work with ED and other directors on agency wide strategic planning and other issues affecting the employee culture and experience using JEDI frameworks.
- Help the organization build up and accelerate the talent and workforce development practices and culture in the Corps, readying it for a new era and new constituencies.
- Collaborate with other members of the SLT in the development and implementation of diversity, equal opportunity, and affirmative action policies programs that drive greater diversity and inclusion throughout the agency.
- Develop and manage HR budget to support daily operations.
- Monitor organization compliance with an equity lens and ensure adherence to applicable federal, state, and local laws, regulations, and guidelines regarding personnel policies, practices, and procedures.
- Act as the equal employment opportunity/affirmative action/ADA coordinator. Provide oversight of the development of CCMI's affirmative action plan and Americans with Disabilities Act (ADA) Plan.
- Serve as primary organization contact for handling employee relations, grievances, and Compliance Officer for formal complaints; investigate, summarize, and make recommendations in an objective manner.
- Establish and enforce healthy policies and procedures that create a safe CCMI work environment.
- Prepare special reports and documents as needed and/or as directed.
- Other duties as assigned.

Qualifications:

- Bachelor's degree in Human Resource Management or Business Administration, plus six to eight years of HR experience, including 5 years of people management experience is required. Master's degree is a plus.
- Excellent communication, problem-solving and people skills, to include delivering training in a virtual environment.
- Understanding of general human resources policies and procedures.
- Sophisticated knowledge of employment/labor laws.

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- Must be proficient with Microsoft Office, including Teams, and have a strong background in HRIS platforms, applicant tracking systems (ATS) and customer relationship management databases (CRM).
- Experience working in nonprofit, social service or youth development agency setting is a plus.
- SHRM-CP, SHRM-SCP or similar certification preferred.

Effective 1/4/2022, CCMI requires all employees and AmeriCorps members to be fully vaccinated for COVID-19 OR provide a weekly COVID-19 test.

While this position description describes the general nature and level of work being performed, it is not an exhaustive list of all responsibilities, duties and skills required. All positions at CCMI may require duties outside of normal responsibilities.

CCMI is an Equal Opportunity Employer and is committed to creating an inclusive environment that values the diversity of its staff and members. Employment decision with CCMI will be based on merit, qualifications, and abilities. CCMI does not discriminate in employment opportunities or practices based on race, color, creed, religion, sex, national origin, age, disability, veteran status, military service, union membership, marital status, familial status, sexual orientation, gender identity, status with regards to public assistance, genetic information or any other characteristic protected by law.

Women, minorities, and people with disabilities are strongly encouraged to apply.

How to Apply:

Qualified candidates should apply by sending a resume AND cover letter to HR@conservationcorps.org. Please include **Director of Human Resources** in the email subject line.

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