

Ethiopian Community Development Council, Inc.
901 S. Highland Street, Arlington, Virginia 22204

JOB ANNOUNCEMENT

Position Title: Human Resources Manager
Department/Division: Administration
Reports to: Senior Vice President
Status: Full-Time/Exempt
Location: Arlington, Virginia

ABOUT ECDC: ECDC was established in 1983 as a community-based organization (CBO) to respond to the needs of a growing Ethiopian community in the Washington, D.C., metropolitan area. In 1991, ECDC became the first CBO authorized by the Department of State to resettle refugees through a network of African CBOs located across the U.S. Since then, ECDC has resettled over 59,000 refugees from countries around the world via its affiliates and branch offices.

Position Summary: Under the supervision of the Senior Vice President the Human Resources (HR) Manager provides management-level leadership and guidance to ECDC's HR functions, in addition to performing all of the day-to-day HR functions. The Human Resources Manager is responsible for talent acquisition, diversity initiatives, internal staffing, on-boarding, conditions of employment, retention of staff, benefits, performance appraisals and setting, enforcing and evaluating legally compliant human resources policies, procedures and best practices.

Key Responsibilities

Policies and Procedures

- Works with ECDC president, program directors and managers in revising/updating human resources and benefits policies and implementing standardized agency-wide procedures and guidelines at headquarters and branch offices.
- Manages, tracks, and maintains the confidentiality of all ECDC disciplinary matters.
- Collaborates with the Directors and Managers to define the organizations long-term goals; identifies ways to support this mission through talent management.
- Maintains current knowledge of laws, regulations, and best practices in employment law and human resources.
- Stays up to date about federal and state employment laws such as Title VII of the Civil Rights Act, the Fair Labor Standards Act, the National Labor Relations Act and other applicable rules and regulations.
- Serves as key person for HR program audits.

Employee Relations and Recruitment

- Researches, develops, and implements competitive compensation, benefits, performance appraisal, and employee incentive programs.
- Overseas staff recruitment process at headquarters in conjunction with program directors and assists branch office directors and HR staff with ECDC's hiring process.
- At headquarters, assists in recruitment, screening, setting up interviewing schedules, and orienting new members to the organization.
- Provides support to branch office HR staff to assist them in carrying out their personnel responsibilities throughout employment life cycle activities, including recruitment of exempt,

non-exempt, intern, and volunteer personnel, their hiring, leave management, termination and exit interviewing, in order to ensure staffing is at appropriate levels.

- Responds to employee relations issues such as employee complaints and harassment allegations, and conducts investigations accordingly.
- Works collaboratively with department directors and branch managers on personnel matters, including all disciplinary and termination matters in accordance with ECDC policy.
- Provides constructive and timely performance evaluations.
- Provides resolution of human resource, compensation, and benefits questions, concerns, and issues.
- Maintains an up-to-date Employee Handbook.
- Manages and handles the hiring process, including writing job announcements, job descriptions, placing advertisements, coordinating interviews, and participating in the selection process.
- Assists in Agency and staff training and development efforts.
- Participates in professional development and networking conferences and events
- Conducts exit interviews to determine reason(s) for separation;

Compensation and Benefits

- Assists in annual open enrollment for health benefits.
- Oversees employee health, welfare and retirement plans, which include a retirement plan, medical/dental insurance, life insurance, short- and long-term disability insurance, workers' compensation, and leaves of absence.
- Oversees employees and insurance providers to resolve benefit-related problems and ensure the effective utilization of plans and positive employee relations.
- Performs other duties as assigned.

Staff Supervision

The position supervises staff in the HR department.

Qualifications

- Bachelor's degree in Human Resources, Business Administration, or related field required (Master's degree preferred).
- A minimum of five (5) years of Verifiable human resource experience
- Specialized training in areas such as employment law, compensation, organizational planning, organization development, employee relations, safety, training, and preventive labor relations, preferred.
- Excellent verbal and written communication skills.
- Excellent interpersonal and conflict resolution skills.
- Excellent organizational skills and attention to detail.
- Strong decision-making skills and ability to prioritize work duties.
- Excellent talent recognition skills.
- Excellent computer skills, including knowledge of Microsoft Office.
- Experience with ADP Workforce Now a plus.
- Strong supervisory and leadership skills.
- Ability to relate professionally to and collaborate collegially with diverse individuals in a multicultural environment.
- Flexibility and willingness to work after hours when required.
- Willingness and ability to travel out of state to branch office sites.

- Knowledgeable about US Federal and state labor laws.
- Familiar with COBRA, ERISA, FMLA, FLSA, ADA, ADEA, Title VII of the Civil Rights Act of 1964, FCRA, Wage Payment and Collection Law, Pa Minimum Wage Act, as well as all other federal and state employment laws;

SALARY

ECDC provides a competitive annual salary for this position commensurate with experience and qualification.

ECDC BENEFITS PACKAGE

- Medical, dental, and vision insurance available on the first day of employment. ECDC contributes 80% of the premium.
- Life insurance that pays two years' salary for full-time employees at no cost to employees.
- Short- and long-term disability insurance; including workmen's compensation at no cost to employees.
- Generous 403b retirement plan after an employee completes one year on the job. ECDC contributes up to 10% of the employee's annual salary for all qualified employees.
- 12 federal holidays plus 2 half-day holidays for Christmas and New Year's Eve.
- 15 Vacation days per year (first 5 years) and
- 10 sick days per year.

To Apply: Please submit by e-mail: (1) a cover letter; (2) a résumé; and a short writing sample (2-3 pages) to: **hr@ecdcus.org**

No telephone inquiries, please. Only qualified applicants will be contacted for an interview.

ECDC is an Equal-Opportunity Employer.