

### Who We Are

Columbia Legal Services is a legal advocacy organization that advances social, economic, and racial equity for people living in poverty. We hold government agencies, institutions, and other actors accountable to address the root causes of racism and their manifestation in unfair treatment and inequitable access to resources, power, and opportunities based on race. We focus on dismantling unfair systems of mass incarceration and immigration. We believe that communities should have a voice in the creation and implementation of the policies, laws, and legal systems that impact them.

We are committed to an environment of mutual respect, collaboration, and equal opportunity for all employees, and strongly encourage applications from people of color, immigrants, people who have been affected by mass incarceration, and other underrepresented and historically marginalized groups. We believe in building and sustaining an organization that is reflective of the communities we serve, and is diverse in work background, experience, education, race, color, national origin, sex, age, religion, marital status, veteran status, sexual orientation, gender identity, ancestry, national origin, or sensory, mental and physical abilities. We believe that the resulting diversity is both a source of program strength and a matter of fundamental human fairness.

### Position Summary

The **Human Resources Director** is a member of our Organizational Management Team and Central Support Office and is responsible for all aspects of human resources and employee engagement, manages the internal functions of the organization, and advances strategic organizational initiatives. The Human Resources Director reports to the Executive Director and supervises the I.T. Manager and the Operations Manager. Duties include:

- Advance all human resources and employee engagement activities, and provide guidance and consultation on the legal, technical, and equitable aspects of CLS's personnel policies, practices, and activities. Collaborate with the Operations Manager, Operations Associate and members of the Central Support Office and the Organizational Management Team on this work.
- Partner with members of the Organizational Management Team to set internal program priorities and lead special, large-scale organizational initiatives that drive or align strategic organizational activities. Examples include restructuring, decision making and transparency, and internal communications. Identify obstacles to implementation and recommend strategies for overcoming those obstacles.
- Ensure that organizational practices comply with applicable state, federal, and local laws, and are consistent with our Collective Bargaining Agreement and with program practices in equity and inclusion.
- Foster a positive, collaborative work culture that attracts, keeps, and motivates a diverse staff.

- Maintain a high level of contact with employees, communicate organizational and departmental strategies and activities, and support CLS employees on any human resources issues that arise, including supervision, employee support, and problem solving.
- Guide the organizational human resources operations, in concert with the Equity and Community Engagement Director and the Operations Manager, to center equity in our recruitment and hiring practices, and to consult with hiring managers to advance processes including all employee hires and internship programs.
- Collaborate with the Equity and Community Engagement Director on our restorative justice and conflict resolution practices to positively address workplace conflict.
- Supervise and lead the development and implementation of new and existing internal policies, processes, and activities, including recruitment and hiring, onboarding, employee engagement, professional development plans, performance reviews, mentorship, supervision, and offboarding, in support of equity consistency across all CLS staff.
- Manage all confidential employee leave and reasonable accommodation processes.
- Co-lead and participate in the Joint Labor/Management Committee to advance agreed-upon joint initiatives, and in the collective bargaining process. Maintain a relationship with labor union officers, and proactively address and collaboratively resolve issues that arise.
- Ensure that employee engagement, retention, and inclusion is an organizational priority and are informed by employee-volunteered data, such as stay interviews, and employee engagement surveys.
- This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee, and others may be assigned.

## Qualifications

- Bachelor's degree or equivalent experience
- Minimum five years of mid-level experience in Human Resources, with at least three years in a management role.
- The ability to research and interpret federal, state, and local employment laws.
- The position requires excellent judgment, and the ability to effectively solve problems, multi-task, and project management skills to effectively manage different initiatives and ongoing projects simultaneously.
- Demonstrated commitment to racial, social, and economic justice. Strong interpersonal skills and ability to build relationships with others, and excellent written and verbal communications skills.
- Comfortable with technology. Excellent working knowledge and application of video conferencing solutions and the Microsoft Office365 Suite, including experience with SharePoint and Microsoft Teams.
- Ability to handle sensitive issues with integrity and confidentiality.
- Ability to travel occasionally
- Formal HR certification and training a plus.
- Experience working in the nonprofit sector, in a legal services organization, or in a bargaining unit setting a plus.

## Compensation

This full-time, exempt position is a confidential role and is not eligible for representation by Washington Legal Workers, our in-house labor union. Salary is based on years of experience and is based on a scale. The salary range for 3-10 years of experience is \$87,127 - \$101,744, and increases with years of experience and includes an annual cost-of-living adjustment. Bilingual skills are compensated at an additional \$720 per year. We also offer a competitive and comprehensive compensation package with generous paid time off including 15 paid holidays, between 15 - 21 paid vacation days, 12 sick days, and between 3 and 5 personal days each year, as well as paid parental and family medical leave benefits and a partially-paid sabbatical every 7 years. We pay 100% of employee premiums for excellent health, vision, and dental benefits plus 50% of the maximum out-of-pocket deductible and offer heavily subsidized family premiums. We also offer a 403(b) retirement benefit with employer contribution and a match, disability and life insurance, a subsidized transit pass, and an employee wellness program.

## To Apply

Send a cover letter and resume in PDF format to [careers@columbialegal.org](mailto:careers@columbialegal.org) and make **HR Director** your subject line. We accept applications on a rolling basis, with priority given to those received before February 12th. CLS will contact you only if we decide to pursue your application. If you need a reasonable accommodation for the application process, please contact the above email.