

NOW HIRING

Director of Human Resources (Remote)

ABOUT COMMUNITY-CAMPUS PARTNERSHIPS FOR HEALTH (CCPH)

Established in 1997, CCPH is a nonprofit membership organization promoting health equity and social justice through community partnerships and academic institutions. We view health broadly as physical, mental, emotional, social, and spiritual well-being and emphasize partnership approaches that focus on changing the conditions and environments in which people live, work, study, pray, and play. We collaborate with partners whose mission aligns with our vision. By mobilizing knowledge, providing training and technical assistance, conducting research, building coalitions, and advocating for supportive policies, we help ensure that the reality of community engagement and partnership matches the rhetoric.

Join our team of dedicated professionals applying their expertise and creativity to advance health equity and social justice through partnerships.

ABOUT THE POSITION

The Director of Human Resources provides executive-level leadership and guidance to the organization's HR operations. In this newly established role, the Director of Human Resources will be responsible for setting, enforcing, and evaluating legally compliant human resources policies, procedures, and best practices and identifying and implementing long-range strategic talent management goals.

Essential duties for the Director of Human Resources will include supporting employee development, designing onboarding procedures, and implementing HR strategies that support organizational goals. Additionally, the Director of Human Resources will be responsible for structuring employee benefits packages, maintaining personnel records, designing accountability mechanisms, managing employee questions, grievances, and disputes, and overseeing other general employment needs.

The ideal candidate is a strong communicator with thorough knowledge of employment-related laws and regulations in various states. They should also have strong problem-solving skills and a passion for developing others. Extensive experience working in nonprofit organizations is preferred, and they must be able to work autonomously and as part of a team.

WHAT YOU'LL BRING

- A commitment to applying a social justice lens to human resources at the people level
- A desire to continually learn, seek diverse perspectives, and opportunities for self-growth
- Attention to detail, ability to take direction, and a commitment to quality work
- Knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.

WHAT YOU'LL DO

- Collaborate with executive leadership to understand the organization's long-term mission and goals related to staffing, recruiting, and retention; identify ways to support this mission through talent management.
- Progress the organizational culture, focusing on its core values and high-performance culture and promoting a diverse and inclusive work environment where employees are actively engaged.
- Develop, implement, manage, and evaluate all policies, practices, and procedures related to employee recruitment, selection, onboarding, retention, performance management, learning & development initiatives, and labor relations/contract negotiation activities to support the organization's human resource compliance and strategy needs.
- Ensure that recruiting processes are consistent and streamlined.
- Establish and manage a comprehensive training program to educate employees regarding staff tools, policies, and procedures.
- Develop and implement competitive compensation, benefits, performance appraisals, employee policies, and incentive programs; assist with resolving related human resource, compensation, and benefits questions, concerns, and issues.
- Handle discipline and termination of employees following the organization's policies.
- Ensure compliance with employment, benefits, insurance, safety, and other laws, regulations, and requirements.

DESIRED SKILLS & EXPERIENCE

- Strong interpersonal and communication (verbal and written) skills.
- Excellent organizational skills and attention to detail.
- Knowledge of and experience with various human resource information systems.
- Knowledge of labor laws and regulations.
- Excellent time management skills with a proven ability to meet deadlines.
- Collaborative self-starter.

QUALIFICATIONS

- Bachelor's Degree in Human Resources, Business Administration, or related field; Master's degree highly preferred.
- At least 5-7 years of human resource management experience; human resource certifications are strongly preferred.
- Significant leadership experience driving engaging and innovative human resources strategies, policies, and practices.
- Experience working on or with a community-centered non-profit organization.

Salary and Benefits:

Competitive salary commensurate with experience and education. Medical benefits and paid leave are also provided (e.g., health insurance, dental coverage, and life insurance). This is a full-time position.

[Apply Now](#)

