

## **Job Posting Manager of Human Resources**

Cascade AIDS Project (CAP), the oldest and largest AIDS Service Organization (ASO) in Oregon and Southwest Washington, is committed to preventing HIV infections, supporting and empowering people living with or affected by HIV and eliminating HIV-related stigma and health disparities. Learn more about us at <http://www.cascadeaids.org/>.

CAP is excited to announce that we are currently hiring a Manager of Human Resources to lead and direct the work of Human Resources at CAP in a manner consistent with the agency's mission and strategic plan. Full-time and exempt, the Manager of Human Resources reports to the Executive Director.

The Manager of Human Resources determines the strategic and programmatic Human Resource needs of the agency, articulates those needs and works with agency departments to develop plans to meet those needs in the context of CAP's ongoing commitments. Works to establish and maintain a work environment that supports effective recruitment, hiring, development and retention of high performing employees from diverse backgrounds.

The Manager works collaboratively with CAP organizational leadership to develop, implement and monitor agency-wide Human Resource policies and initiatives that support the organizational Strategic Plan and its goals, and works with agency staff to enforce legal, regulatory and safety requirements as per law and/or local ordinance, and as liaison to the contracted Human Resources Services agency, and is responsible for oversight, coordination and evaluation of those HR services. The Manager of HR will play an active role in developing and maintaining a relationship with the Union Executive Committee, proactively addressing workplace needs, ensuring understanding of and compliance with the Collective Bargaining Agreement, representing the organization for workplace investigation and grievances, worker's compensation and unemployment claims. The Manager works in collaboration with the employee benefits consultants to manage and oversee employee benefits programs, and other duties as assigned.

The position will share responsibility for the oversight and coordination of CAP operations with the Director of Finance and Operations. Together they are responsible for working closely with the Executive Director to oversee and ensure that adequate infrastructure is in place to manage the organizations growth.

### **Minimum Qualifications:**

- Bachelor's degree in Human Resources, Business Administration or related field or equivalent combination of education and training;
- Three (3) years of increasingly responsible Human Resources experience as an HR generalist, manager, associate or similar role with a strong working knowledge of the full range of HR functions.
- Two (2) years' experience in benefits and leaves administration, employee relations, and full-cycle staff recruitment.
- Demonstrated knowledge of and experience with major federal employment legislation including FMLA, FLSA, ADA, EEO; experience/knowledge of HIPAA, ERISA, COBRA, OSHA, OFLA.
- Excellent communication and customer skills

- A history and demonstrated ability of maintaining confidential information is required with a demonstrated ability to handle sensitive information in a discreet, confidential manner

**Preferred Qualifications:**

- PHR or SPHR Certification
- Experience with benefits administration and selection
- Experience working in a non-profit
- Experience in a unionized work environment and with labor relations

**Compensation:** \$60,000-\$65,000 annually, depending on education and experience; employer-paid health, dental, vision, short-term and long-term disability and life insurance; 401(k) retirement plan with generous employer matching contribution, 125C cafeteria savings plan; generous vacation and health leave benefits.

**Closing Date:** Open until filled.

To apply for this position, mail, email, fax, or deliver the following three documents:

**1) a complete cover letter (attached as Word or pdf) that serves as an example of your writing and addresses how you meet all of the required qualifications specific to the position you are applying for,**  
**2) your resume, and 3) a completed CAP Employment application (available at <http://www.cascadeaids.org/about/careers/>) to:**

Cascade AIDS Project  
Manager of Human Resources position  
520 NW Davis St, Suite 215  
Portland, Oregon 97209

Fax: 503-223-6437

Or by email to:

[jobs@cascadeaids.org](mailto:jobs@cascadeaids.org)

Cascade AIDS Project is an Equal Employment Opportunity/Affirmative Action Employer  
People of color, women, LGBTQ individuals and people living with HIV are strongly encouraged to apply