



AMERICAN CIVIL LIBERTIES UNION OF UTAH
355 NORTH 300 WEST, SALT LAKE CITY, UT 84103
(801) 521-9862 PHONE • (801) 532-2850 FAX
ACLU@ACLUUTAH.ORG • WWW.ACLUUTAH.ORG

Posted: February 25, 2021

Position **Human Resources Manager**

The ACLU of Utah seeks applicants for a Human Resources Manager. This is a new position and is funded for a minimum of one year depending on the evolving needs of the organization. As a state affiliate of the American Civil Liberties Union, the ACLU of Utah works to advance civil rights for everyone in Utah.

JOB SUMMARY

The ACLU of Utah Human Resources Manager is responsible for HR-related duties across the organization. This position is responsible for managing our recruiting and onboarding programs, benefits administration, professional development, and coordinating the organization's Equity, Diversity, Inclusion and Belonging initiatives. The Human Resources Manager reports to the Director of Finance and Administration. The ideal candidate is passionate about human resources, comfortable with the range of responsibilities of a human resources generalist, and can draw upon a foundation of related knowledge and skills. The Human Resources Manager values and respects differences of race, ethnicity, age, gender, sexual orientation, gender identity, religion, ability, involvement with the criminal legal system, and socio-economic circumstance and actively works to foster an equitable and inclusive experience for everyone.

PRIMARY RESPONSIBILITIES

The key duties of the Human Resources Manager include:

- Administer benefits programs, such as health, dental, vision, and other insurance plans, including processing benefits for new staff members and answering staff questions about benefits and the employee handbook;
- Updates HR procedures and processes to support the ACLU of Utah's work;
- Implement a Human Resources Information Systems that meets personnel needs and maintain the system to include employee status and benefits changes, ensuring accurate leave balances and benefits enrollments/deductions;
- Perform administrative HR tasks including maintaining personnel files, completing employment verification requests, and other admin tasks as required;
- Complete reports for National ACLU including pension and salary surveys and assist in annual compensation reviews;
- Manage the recruitment and hiring program, including working with hiring managers to develop and implement a hiring plan that maximizes recruiting;
- Administer the onboarding process to ensure each new staff member is welcomed, set up for success from the outset, and able to integrate seamlessly into the organization;
- Coordinate and oversee Equity, Diversity, Inclusion, and Belonging programming, including scheduling meetings of the staff EDIB Committee and monitoring initiative progress;
- Support transitioning staff to new roles or off-boarding from the organization to ensure an effective transition of responsibilities and capture learnings from their time on the staff or in their role;
- Respond to individual HR questions, staff conflicts, and general requests from employees with an open door, including to create an environment of confidence and accountability that ensures staff come to HR for their needs;

- Provide compliance support, including staying updated on changes in laws, ordinances, policies, procedures and administering internal policies, practices, and procedures consistently across staff, assuring compliance with EEO requirements and internal equity objectives;
- Help facilitate year-round staff development and engagement programming to include annual evaluations, internal and external skill building opportunities, and all-staff retreats;
- Develop, in collaboration with the Office Manager and Executive Director, a plan based on staff input and national data for transitioning from fully remote work implemented during COVID-19 to a post-pandemic office environment;
- Remain up to date on HR trends in the corporate and nonprofit worlds, assisting senior leaders in developing and implementing best policies, procedures and practices on personnel matters.

ESSENTIAL SKILLS AND ABILITIES

- Knowledge of human resources management principles and methods
- Experience exercising discretion and confidentiality with sensitive information
- Exceptional interpersonal skills, including verbal and written communication and active listening
- Highly organized with strong attention to detail
- Excellent judgment, especially when dealing with sensitive issues and situations
- Commitment to equity, diversity, inclusion, and belonging, to refrain from discrimination, and to comply fully with all applicable laws
- Ability to value and work with diverse individuals within the organization and broader community
- Proficiency with office technology and information systems
- A demonstrated commitment, through previous professional, volunteer or lived experience, to civil rights and civil liberties

DESIRED EXPERIENCE, SKILLS, AND ABILITIES

- Demonstrated experience applying principles of equity, diversity, and inclusion in previous work
- Experience working in a fast-paced environment that requires multi-tasking
- Familiarity with nonprofit HR practices
- Flexibility, patience, and willingness to learn

COMPENSATION AND BENEFITS

Salary will be based on relevant experience and skills. The salary range for this position is \$48,000-56,000. Excellent benefits include paid time off, 12 weeks of parental leave, medical and dental coverage, life insurance, short and long-term disability insurance, robust professional development support, a paid sabbatical after five years of service, and a 401(K) with employer matching contribution that vests after one year of employment.

TO APPLY

Please submit a resume and a brief cover letter describing your interest in the position to jobs@acluutah.org. Applications will be accepted until the position is filled. **Review of applications will begin March 15, 2021.**

COMMITMENT TO DIVERSITY AND INCLUSION

The ACLU of Utah is an equal opportunity employer. We value a diverse workforce and an inclusive culture. We encourage and greatly value applications from all qualified individuals without regard to arrest or conviction, race, color, religion, gender, gender identity or expression, sexual orientation, age, national origin, marital status, citizenship, disability or veteran status.

About the ACLU of Utah:

Founded in 1958, the ACLU of Utah is a not-for-profit, nonpartisan organization that utilizes legal, legislative, and public education approaches to fight for individual rights and fundamental freedoms. Our mission is to defend and promote the fundamental principles and values embodied in the Bill of Rights and the U.S. Constitution, including reproductive freedom, immigrant rights, free speech, racial justice, privacy, religious liberty, LGBTQ rights, and more. For more information, please visit www.acluutah.org