

Position: Director of HR & Talent Management (On-site)

Reports to: CEO

**About Towards Employment:**

Towards Employment's mission is to champion the potential of every person to succeed in a rewarding career today while working towards creating an equitable and inclusive workforce for tomorrow. We accomplish this by offering skill development for in-demand jobs, comprehensive support addressing the social determinants of work, extended career coaching, and direct employer connections. We partner with employers, workforce providers, and government leaders to promote equitable access to living wages, quality jobs, and the elimination of racial income gaps.

**Overview:**

Towards Employment is seeking a Director of Human Resources (HR) to join our team. The Director of HR will be at the forefront of shaping and executing our HR strategy, fostering positive employee relations and an inclusive culture, and ensuring legal compliance. This leadership position is responsible for overseeing all aspects of HR management, ensuring the development and implementation of HR policies and programs that align with the Towards Employment's goals and values.

**Key Responsibilities:**

**Talent Strategy and Planning:**

- Collaborate with leadership to develop and implement comprehensive talent strategies.
- Identify and attract diverse talent, ensuring succession plans for key positions.
- Manage HR functions, including recruitment, onboarding, and employee relations.
- Periodically advise leadership on talent, wellness, and staffing matters.

**Culture and Employee Relations:**

- Cultivate a positive, inclusive work environment.
- Support resolution of workplace issues and conflicts.
- Advocate for employees and manage employee celebrations.

**HR Subject Matter Expert:**

- Lead Talent Acquisition strategies and employment branding initiatives.
- Utilize technology for efficient HR processes.
- Analyze and recommend compensation based on data.
- Develop and update equitable policies aligned with organizational values.
- Ensure legal compliance and minimize risks.

**Benefits Management:**

- Maintain employee benefits programs and educate employees.
- Monitor benefit needs and trends.
- Manage Leave of Absence.

**Qualifications:**

- Bachelor's degree in HR, Business Management, or related field (Master's preferred).
- PHR or SPHR certification preferred.
- Seven years of HR management experience.
- Strong knowledge of employment laws,
- Demonstrated commitment to and experience with strategies and programming promoting diversity, equity, and inclusion
- Leadership experience, including staff management.
- Experience with HRIS and technology-driven HR solutions.
- Excellent interpersonal and communication skills.
- Ability to maintain confidentiality.

Towards Employment is an equal opportunity employer. We encourage individuals of all backgrounds to apply.