

CORA (Community Overcoming Relationship Abuse), the only agency in San Mateo County providing crisis intervention and supportive services to survivors of domestic violence and their children, **seeks a full time Human Resources Manager.**

CORA is strengths-based, collaborative, accessible, and client-centered. CORA believes that everyone deserves to be treated with respect in their intimate relationships. We provide safety, support and healing to individuals who experience abuse in an intimate relationship and educate the community to break the cycle of domestic violence. Regardless of a survivor's race, class, gender, sexual orientation, or culture, we save lives and provide an opportunity to begin again.

CORA inspires work of the highest caliber by fostering staff engagement through transparency and inclusion in agency decisions wherever possible. We strive to ensure our policies and communications reflect an appreciation of the impact of social inequities, historical and current, and actively promote healthy relationships amongst staff by demonstrating mutual respect in all our communications.

CORA History and Overview

CORA has provided services to survivors of intimate partner abuse for nearly 40 years. Our programs include Crisis Intervention Services, including a 24-hour hotline, collaboration with law enforcement, and support groups. Family Support Services provides mental health therapy, transitional housing for survivors and their children, and a children's program that provides supportive counseling, weekly art and literacy programs, and developmental support. CORA also provides education about domestic violence and legal assistance.

Position Title: Human Resources Manager

Position Summary: Reporting Executive Director, the Human Resources Manager will develop and implement HR processes, procedures, and systems for employment practices that align with compliance and business objectives. This position will drive the evaluation and implementation of standard operating procedures and systems needed to build infrastructure. This position is also responsible for the full cycle employee administration, HR compliance/policies and daily operations of the HR department. This position is an ideal opportunity for an HR professional to grow into a Senior Leadership role.

Primary Responsibilities:

- Responsible for timely, tactful, and responsive of all high-level Employee relations issues, seeking legal or outside counsel if needed.
- Collaborate with cross-functional leadership to review and evaluate current HR systems and processes, as well as develop, implement and integrate new or updated HR processes and systems to ensure essential aspects of employee administration is executed on time, accurately and efficiently.
- Manage full cycle employee administration, including onboarding, employee status changes, employee file maintenance and offboarding.
- Create, maintain and update HR policies and Employee Handbook on a quarterly basis.
- Administer and Collaborate with Cross Programs for company-wide training opportunities.
- Establish and maintain HR Dashboard & Analytics in order to support better decision making as well as ongoing and future programs and initiatives.

- Act as liaison and partner with Accounting on HR related matters including payroll, benefits, HRIS system implementation and configuration, etc.
- Manage Leaves of Absences including tracking time, calculating benefits and communication with both the employee and with payroll.
- Select, implement and manage HRIS system that meets the needs of the company.
- Ensure compliance with Federal, State and local rules, laws and regulations with respect to maintaining employee personnel records.
- Participate in global and local projects and initiatives to support the HR function.
- Develop processes and systems for HR administration and operations in ex-US offices
- Stay current of industry best practices and innovative trends as well as make sure the HR department stays ahead of the curve on these practices/trends.
- Propose changes to existing policies & practices and introduce new policies to improve HR systems, and functions

Education, Experience And Skills Requirements

- BS/BA in Management, Human Resources, Organizational Psychology or equivalent experience.
- 6+ years HR experience
- Nonprofit human resource experience
- Expert knowledge in Microsoft Office (Word, Excel, PowerPoint, SharePoint, Outlook).
- Broad HR knowledge in key areas such as talent acquisition, employee relations, total rewards, HR policies and best practices.
- Ability to listen openly, think strategically and influence across all levels of an organization.
- Strong communication skills – both written and oral.
- Ability to work collaboratively in a team, promoting mutual accountability and inspiring trust and confidence from HR colleagues and business leaders alike in addition to being able to influence key stakeholders.
- Strong analytical, critical thinking and problem-solving skills.
- Proven experience identifying and leading change, and building this capability in others.
- Strong project-management skills, from concept to planning to implementation.
- Strong knowledge of local, state and federal regulatory requirements, policies and practices related to the functional area.
- Must pay attention to the details.

Benefits/ Compensation

A competitive compensation and benefits package will be made available to the qualified candidate, commensurate with experience. CORA offers excellent health benefits (medical, dental, vision, chiropractic), generous time-off policies (including 3 weeks of vacation in 1st year), LT disability, life insurance, and a matching retirement plan.

To Apply: Please email resume and cover letter to: jobs@corasupport.org.

Websites: www.corasupport.org and www.teenrelationships.org

CORA is proud to be an equal opportunity employer. We seek diversity with respect to race, color, age, sex, (including breastfeeding and medical conditions related to breastfeeding), religion (including religious dress or grooming practices), national origin, mental or physical disability, genetic characteristics and information, ancestry, marital status, family status, political belief, sexual orientation, gender (including gender identity and

expression), medical condition, military, or veteran status or any other category or status protected by Federal, State or other applicable laws.

All applicants are welcome. Individuals who are bilingual, people of color, members of the LGBTQ community and/or survivors of domestic violence are strongly encouraged to apply. The position will remain open until filled.

No phone calls please.