



COOPERATIVE DEVELOPMENT INSTITUTE

P.O. Box 1051, Northampton, Massachusetts 01061-1051
PH 413-665-1271 • FX 413-541-8300 • www.cdi.coop • info@cdi.coop

People and Culture (HR) Manager - New England

Reports To: Administrative Director. This position has no supervisory responsibilities.

Salary and Hours: \$27/hour. Position is part-time, 24 hours per week. Paid time off (3 weeks vacation, increasing to 4 weeks after two years' tenure, plus 9 paid holidays/year). Health benefits. Family and Medical Leave. Sabbatical after 5 years. Home Office Stipend. Mileage reimbursement at the IRS rate. Retirement plan.

About The Cooperative Development Institute (CDI)

The Cooperative Development Institute (CDI, www.cdi.coop) is the Northeast's Center for cooperative business education, training, and technical assistance. CDI was founded in 1994 by cooperative leaders across industry sectors to build a cooperative economy in the Northeast.

Our mission is to work with people in the Northeast to create cooperative businesses, housing and networks that grow a prosperous, equitable economy. We envision a democratically-owned and just economy where everyone can fulfill their needs and aspirations.

CDI works to support, advise, and provide technical assistance to all sorts of cooperatives in the Northeast. See our website (cdi.coop) for more!

CDI is a virtually based 501(c)3 non-profit. CDI employees enjoy their jobs and appreciate the flexibility of working from home, the commitment to continuous learning, and the interesting and varied work. Because our organization is transparent, accountable, and participatory, our staff's ideas and opinions count. We are committed to maintaining this as a priority.

General Statement of Duties

The People and Culture (HR) Manager guides and manages the overall provision of HR services, policies, and programs for our organization. The People and Culture Manager helps us hire, onboard, train, support, coach and retain our employees, and develops and communicates policies that serve the interests of employees and the organization.

Examples of duties:

Hiring

- Administer all hires, ensuring compliance with Federal law and organizational priorities
- Assist hiring committees with job description development and dissemination and applicant management
- Continuously improve hiring processes as needed.

THE SOURCE FOR COOPERATIVE BUSINESS DEVELOPMENT IN NEW ENGLAND & NEW YORK

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the base of race, color, national origin, sex, age, or disability. (Not all prohibited bases apply to all programs.) To file a complaint of discrimination write USDA, Director, Office of Civil Rights, 1400 Independence Avenue SW, Washington, DC 20250-9410, or call (800) 795-3272 (voice) or (202) 720-6382 (voice and TDD).

Compliance/Communication/Training

- Review and maintain Orientation Handbook and Employee Handbook
- Assist with staff orientations and onboarding, including intro call scheduling
- Ensure that organization is in compliance with all Federal, State, and other HR-related laws
- Inform and educate staff about legal compliance and keep abreast of and educate about any law changes
- Coordinate staff trainings on labor regulations, policies and compliance
- Consult and advise program leads
- Field questions from staff

Compensation and Benefits

- Health Insurance:
 - Manage enrollments
 - Review, maintain and investigate health care and ancillary benefit opportunities
 - Field all requests and communicate with staff and all related entities
 - FSA/HSA admin and compliance
 - COBRA admin and compliance
- Annually review the organization's existing compensation and benefits structure, policies, status; compare to other nonprofits in the region; solicit staff feedback and make recommendations
- Generate awareness of ancillary benefits available through membership organizations

Staff Development

- Implement staff review processes: solicit evaluations from staff for self, co-workers, and supervisees; coach supervisors on conducting constructive reviews
- Continuously improve staff review and evaluation processes
- Contribute to the design and implementation of training programs and professional development for staff
- Provide counseling to employees as needed
- Assist in the development of observable competencies for positions throughout the organization

Record Keeping

- Securely maintain all HR records and personnel files

Position Requirements:

- Knowledge and experience in employment law (particularly in the Northeast states), compensation, recruitment, employee relations, employee engagement, and employee development.
- Better than average communication skills (verbal and written)
- Outstanding interpersonal relationship building and employee coaching skills
- Demonstrated ability to serve as a knowledgeable resource to the executive management team that provides overall company leadership and direction
- Excellent computer skills
- Ability to work well both in a team and independently

Qualifications and characteristics:

- Minimum of a Bachelor's degree or equivalent experience in Human Resources, Business, or Organization Development
- Minimum 5 years of progressive leadership experience in Human Resources positions
- Specialized training in employment law, compensation, employee relations, and training *preferred*
- Active affiliation with appropriate Human Resources networks and organizations *preferred*

In accordance with Federal law, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age, or disability. CDI is an equal opportunity employer and service provider.

We promote economic prosperity for all through our work with our clients, our hiring practices, and our vigorous commitment to cooperative principles. We strive daily to acknowledge and eliminate all forms of oppression. By examining bias within ourselves and our organization, we work mindfully to make our board and staff more inclusive. We actively fight against racism, classism, gender inequality and all efforts to marginalize anyone. The nature of our work engages us directly with the working poor, the educationally disadvantaged, the elderly, immigrants and refugees. It is our goal to see all of our clients prosper within the cooperative movement.

We welcome applicants from underrepresented identities, and those who have a commitment and track record of bringing an inclusive and equitable approach to their work.

Please submit a cover letter, resume, and three references via webform at <https://cdi.coop/job-hr-manager/>. Will be posted until filled.