Job Title: Human Resources Manager
Supervisor: Executive Director
Hours: 35 hours per week
Salary: $80,000 /year
Status: Full-time, non-union

OVERVIEW
The Community Action Agency of Somerville, known as CAAS, is changing lives for our community members who are furthest from opportunity. For over 40 years, we have been helping local families and individuals achieve financial security while working to eliminate the root causes of economic injustice. Our largest offering, Head Start, is a free preschool program that promotes school readiness. Our Head Start program is integrated with our Housing Advocacy, Community Organizing, and Income Maximization programs to provide a full suite of anti-poverty services. We are proud to be a source of stability and support for our community.

WHAT MAKES US UNIQUE
We have a highly dedicated, seasoned team and an organizational structure that allows us to support our clients holistically. Both within and across departments, our staff collaborate to ensure that the services we deliver are of the highest quality. We support professional development and have a mindset of saying “yes” to whatever will help us better serve our clients.

ABOUT THE ROLE
The purpose of this position is to plan, coordinate, and implement the Human Resources/Personnel functions for the agency. The Manager administers policies related to all phases of human resources activity, compiles and maintains personnel records and administers and communicates various human resources procedures. The Human Resources Manager is part of CAAS’ Management Team, and actively participates in overall agency strategy, problem-solving and planning.

Specific Responsibilities Include:
- Set up and maintain confidential files and records
- Manage the recruitment process for new hires and assist with the interview process
- Complete all paperwork related to on-boarding and payroll and benefits set-up
- Oversee the annual employee review process
- Bridge management and employee relations by addressing demands, grievances or other issues

CAAS helps local families and individuals achieve financial security while working to eliminate the root causes of economic injustice.
- Monitor employee leave requests
- Respond to employee requests for employment documentation
- Assist with enrollment in, and respond to employee questions regarding, employee benefit plans
- Update policies, procedures, forms on an on-going basis
- Coordinate with Payroll staff and company to ensure payroll accuracy and timeliness
- Manage the background check process for both Head Start and non-Head Start employees
- Participate with Directors in managing the relationship with the union
- Facilitate agency-wide DEI processes and ongoing professional development opportunities, in collaboration with management team and staff as directed
- Maintain current knowledge of relevant state and federal employment laws and programs, as well as trends in Human Resources management
- Attend senior management team meetings
- Represent CAAS with stakeholders and external audiences as requested

**THE IDEAL CANDIDATE** will have a ‘can-do’ attitude and a proactive approach to managing multiple and disparate tasks.

Other Qualifications:
- B.A. degree in Human Resources or related field
- 3-5 years of Human Resources management experience, preferably in a non-profit setting
- Ability to work independently, take initiative, and prioritize with little supervision
- Excellent written and oral communication and organizational skills
- Must be sensitive to the needs of low-income and culturally, linguistically, and racially diverse population
- Knowledge of Diversity, Equity, and Inclusion (DEI) best practices in hiring and human resources management preferred
- Spanish speaker preferred

**WORK ENVIRONMENT & PHYSICAL DEMANDS**
While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl and talk or hear. The employee must occasionally lift and/or move up to 10 pounds. The office environment usually has a low to moderate noise level.

**BENEFITS**
CAAS offers an attractive benefits package, which includes medical, dental, retirement (with a generous company contribution), and other benefits, and a collaborative, committed team of colleagues.

**TO APPLY:** The review of applications will begin immediately and continue until the position is filled. For best consideration, please submit a cover letter and resume to jgrogan@caasomerville.org.

**NON-DISCRIMINATION STATEMENT:** No person shall be excluded from participation in, denied the benefits of, or otherwise be discriminated against by this program, including in employment, because of race, religion, sex, national origin, immigration status, cultural heritage, age, disability, sexual orientation, or marital status.