



**Position Description:
Administration and Human Resources Manager**

HOURS / STATUS:	Full-time (40 hours/week) / Exempt
SCHEDULE:	Monday – Friday, 8:00 – 5:00 p.m. typical, some flexibility
REPORTS TO:	Executive Director
LOCATION:	Oregon Statewide / Currently virtual with access to office environment. May require some in person for meetings and events. May change to hybrid or in-person as needed.

About Our Relationship

You: You're eager to leverage your nonprofit Human Resources, finance, and/or management experience along with your strong people and organizational skills in a growing organization. You have a proven ability to engage meaningfully with diverse staff and a passion for addressing inequities that affect marginalized communities, especially communities of color. You are dedicated to creating a workplace where every staff member has the opportunity to thrive.

Us: We are a statewide justice-minded, equity-focused civil rights organization working to end housing discrimination throughout Oregon. We are a quickly growing organization, deeply committed to growing on our equity journey. We appreciate your commitment to racial equity and your desire to be part of a dynamic organization. We have a fabulous staff located throughout the state of Oregon, fiercely committed both to our work to end housing discrimination and also to support and nurture one another, and we need you to help the organization lift up and hold these wonderful folks as they do their best work.

Fair Housing Council of Oregon Mission / Organization

The Fair Housing Council of Oregon (FHCO) is a statewide civil rights organization promoting justice, equity, and inclusion in housing throughout Oregon. We work to end housing discrimination by providing education, outreach, technical assistance, and enforcement opportunities specifically related to federal, state, and local fair housing laws. This 30-year-old, 501(c)(3) public benefit organization has staff throughout Oregon, with its main office in Portland, Oregon. We are the only private fair housing organization in the state. FHCO is unique in that we emphasize education and outreach as much as enforcement. In addition to providing information and referral, advocacy, and investigation services, FHCO provides complainants with assistance in navigating fair housing legal and administrative processes. The organization also provides technical assistance to public sector officials.

Website: www.fhco.org

Essential Duties and Responsibilities

Human Resources/Personnel (35%)

- Serves as the primary contact for all Human Resources matters.
- Acts as primary contact for grievances and follow grievance procedure.
- Ensures that FHCO adheres to all policies and procedures detailed in our Collective Bargaining Agreement with the union.
- Maintains and revises the organization's personnel and compensation policies.
- Creates and maintains internal processes and procedures manual.
- Maintains FHCO's performance evaluation system and ensures employee evaluations occur as scheduled.
- Acts as the primary health insurance/benefits administrator and leads the review of the annual employee benefits renewal.
- Assesses and revises employee forms and administrative processes as needed.
- Acts as the primary liaison with Xenium, our external HR consulting partner.
- Assists with onboarding new employees.
- Generates job descriptions, job announcements, offer letters, and conducts recruitment of new staff.
- Administers payroll including approving increases and draws.

Financial and Administrative Management (35%)

- Ensures that monthly financial reports are accurate. Works closely with contract CFO and contract Bookkeeper to produce reports.
- Prepares monthly cash flow report and develops and maintains monthly financial indicators dashboard.
- Prepares or assists with the preparation of financial reporting to grantors and ensures that financial reporting to all grantors is accurate.
- Works with the Executive Director on developing, updating, disseminating, and maintaining organizational annual budget.
- Reviews and amends financial and administrative forms and processes as appropriate.
- Serves as second signee on accounts payable as needed and primary signer on behalf of the Executive Director as requested or required.
- Ensures there are clear, up-to-date crisis management policies and procedures in place and that all staff are trained to comply.
- Works with Admin/HR/Finance/Program Specialist on coordinating financial audits and reviews.

General Administration (20%)

- Manages relationships with all major vendors including IT contractors, delegate point of contact as appropriate. Ensures the organization remains current and in good standing with all jurisdictional, state, and federal guidelines and requirements.
- Implements document management and disposition strategy.
- Organizes and maintains SharePoint documents in an intuitive way.
- Manages all IT issues and liaises with FHCO IT contractor.
- Organizes All-Staff meetings and other all-staff events as needed.

Other Responsibilities in Organization (10%)

- Engages in the organization's equity work, including participating in trainings and follow-up discussions among staff.
- Actively participates as a member of the FHCO team, including at monthly staff meetings, occasional board-staff meetings, and in day-to-day interactions with team members.

- Serves as a professional and friendly ambassador of the organization when interacting with people outside of the organization.
- Proactively communicates with the Executive Director about what's working well, where there are challenges, ideas for addressing the challenges, and what's needed for success.
- Proactively, and as otherwise needed, makes recommendations for improving FHCO's effectiveness and efficiency in all areas of responsibility.
- Creates, maintains, and complies with the organization's policies and procedures and assists the Executive Director in ensuring all employees comply.
- Performs other duties as assigned by the Executive Director.

Qualifications

Ability to perform essential job duties with or without reasonable accommodation and without posing a direct threat to the safety or health of employees or others. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential duties.

Education, Experience, Knowledge, and Skills Required

- BA or BS in Non-Profit Management, Human Resources, Social Services, or related field or equivalent work experience.
- Minimum of two years of relevant paid experience in a nonprofit organization or as a manager in a relevant field in the private sector, such as HR or personnel.
- Strong fiscal management and accounting skills, including experience in developing and managing budgets.
- Demonstrated experience and success in Human Resources administration and management
- Excellent time management and organizational skills.
- Ability to effectively manage projects, including assisting with strategic planning and implementation.
- General understanding of employment laws, rules, and regulations.
- Ability to maintain professional boundaries and confidentiality.
- Exceptional verbal and written communication skills. Ability to communicate effectively with a broad range of individuals and groups.
- Strong commitment and ability to work effectively in a multi-cultural, diverse environment and to cultivate equity and inclusion in every aspect of the organization's work.

Supervisory Responsibilities

Directly supervises employees and carries out supervisory responsibilities following the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Experience, Knowledge and Skills Preferred

- Finance and accounting
- Substantial human resources work experience.
- Experience working effectively with a board of directors.

Physical Demands & Work Environment

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. The work environment characteristics described here are representative

of those an employee encounters while performing the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential duties.

- Moves regularly throughout the day in an office environment.
- Prolonged periods of sitting or standing at a desk and working on a computer.
- Must be able to occasionally lift/push/pull up to 30 pounds.
- Communicates regularly throughout the day via email, messages, and phone calls.
- Performs repetitive tasks such as typing or data entry.

Other Requirements

- Must pass a criminal background check.

**A note to potential candidates: Studies have shown that women, trans, non-binary, and Black, Indigenous, and people of color (BIPOC) people are less likely to apply for jobs unless they believe they meet every single one of the qualifications as described in a job description.*

We are committed to building a diverse and inclusive organization, and we are most interested in finding the best candidate for the job. That candidate may be one who comes from a background less traditional to our field of work, and that's welcome. We would strongly encourage you to apply, even if you don't believe you meet every one of the qualifications described.

Salary and Benefits Information:

- Compensation: Exempt, starting range of \$68,000 - \$72,000/year
- Organization offers no-cost medical, dental, and vision insurance benefits to employees, dependent benefits available at the employee's cost
- Organization offers Employee Assistance Program for all staff & their dependents
- Access to 401-K retirement plan
- Vacation, years 0-3: 136 hours/year
- Paid sick leave: 8.0 hours/month
- Paid parental leave: 160 hours paid after 1 year of employment
- All benefits available the 1st of the month following date of hire
- Federal holidays paid, plus three personal holidays
- Tri-Met Transit Pass for employees in the Portland Metro area for work-related travel. Other work-related transportation costs, including mileage, reimbursed by organization.
- Monthly reimbursement stipend for phone and internet

Equal Opportunity Employer

The board and staff of the Fair Housing Council of Oregon believe we can meet the organization's mission only with a diverse board and staff who actively cultivate a culture of equity and inclusion. FHCO is an affirmative action and equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, sex, disability, age, sexual orientation, gender identity, or veteran status. We are committed to providing access, equal opportunity, and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities. If you require **reasonable accommodation** in responding to this job announcement, interviewing, completing any pre-employment testing, or otherwise participating in the employee selection process, please direct your inquiries to John Miller, Executive Director, at information@fhco.org, or (503) 223-8197, ext 109.

To apply, please email a cover letter and resume to information@fhco.org. In the cover letter, please address how you are qualified to fulfill the duties and responsibilities of this position, and

why you want to work in the field of Fair Housing. Emailed cover letters and resumes should have the words "Administration and HR Manager Application" in the subject line. The position will be open until filled and we will begin reviewing applications on a rolling basis. Interviews will be held virtually. No phone calls please.