



Title: Human Resources Manager

Employment Status: Part-Time, Salaried, Exempt

Type: 30 hours per week, including occasional evenings and weekends

Salary Range: \$39,000 - \$42,000 plus benefit package with medical, dental, life, and disability insurances, along with retirement and generous leave policies.

Location: Minneapolis

Reports To: Director of Finance and Operations

Avenues partners with youth experiencing homelessness to achieve their dreams, providing short-term and long-term supportive housing along with supportive services for youth experiencing housing instability and homelessness. We strive to do that in a safe and nurturing environment through a social justice lens. Avenues seeks to support youth and young families while they define their experiences, life dreams and futures. Our work takes into account historical trauma, systems of oppression and intersectionality while being grounded in the power of resiliency, healing and community. Our core values are equity, community, respect, dignity, trust, liberation, and anti-oppression.

The Human Resources Manager supports Avenues' efforts to attract, support, and retain talented, dedicated, diverse, fun, mission-driven staff. This position oversees all human resources activities, with a focus on organizational culture, communication, and racial equity. The HR Manager provides counsel and support for employees on human resources concerns, and recommends and implements human resources policies and programs.

ESSENTIAL RESPONSIBILITIES:

- Recommend, implement, and refine human resources strategies and initiatives that align with the overall organization strategy and support an equitable, healthy workplace structure and culture.
- Support staff at all levels by being a sounding board and responding to inquiries regarding internal policies and procedures.
- Strengthen management practices by providing resources, trainings, and support to managers and directors
- Manage payroll, compensation, and benefits and ensure compliance with HR legal and regulatory requirements and best practices.
- Gather and analyze data to provide decision support through HR metrics.
- Coordinate and assist management with hiring processes, including conducting applicant background checks and leading the new hire orientation process.
- Create and oversee the maintenance of physical and digital personnel files ensuring accurate and up to date records.
- Lead workers compensation investigations and reporting.
- Engage with outside consultants and legal counsel to maintain compliance and enhance internal capacity for supporting all staff.

- Conduct exit interviews and initiate post-employment benefit assistance. Respond to post employment notices from various reporting agencies.
- Represent the organization at personnel-related hearings and investigations.
- Provide backup of tasks for Director of Finance and Operations.

QUALIFICATIONS:

- Commitment to Avenues' mission and values
- 4 -5 years human resources experience, preferably for nonprofits
- Excellent writing, verbal, and presentation communication skills.
- Passion for supporting colleagues as they bring their whole selves to achieve their best
- Understanding of power, privilege, and systems of oppression required. Cognizant of, and sensitive to, the needs of youth experiencing homelessness.
- Experience and desire to work independently in a fast-paced, culturally-diverse workplace
- Ability to manage multiple tasks, work both independently and cross-functionally, and take in new information quickly.
- Absolute dedication to maintaining confidentiality of personnel, financial and legal information and program participant data.
- Ability to lift 40 pounds and to climb several levels of stairs.

People of color, women, trans and gender-nonconforming people, and applicants with lived experience connected to Avenues mission are strongly encouraged to apply. Avenues for Youth is an Equal Opportunity Employer.

To Apply: Send a cover letter, resume and references to Beth Haney at bhaney@avenuesforyouth.org by **Friday, May 21st**. Please no phone calls.