



Human Resources Director

430 Rindge Avenue, Cambridge, MA

Position Summary:

Just A Start is seeking a full-time Human Resources Director who is passionate about shaping and nurturing organizational culture and who will work with a diverse Leadership Team to co-create a supportive, inclusive, and dynamic work environment. The position is responsible for managing all aspects of the HR function including but not limited to employee relations; compliance with federal, state, and local laws and regulations; policies and procedures; compensation and benefits administration; performance management; recruitment and retention; diversity, equity, and inclusion; and overall HR best practices.

Organizational Background:

Just A Start believes that access to stable housing and sustainable careers are the essential building blocks of equitable communities. For 56 years, we have addressed the fundamental needs of individuals and families who have been systemically denied opportunities to realize their full potential.

Our programs include affordable housing, education and job training, and comprehensive support services spanning Cambridge and beyond. We have developed and currently maintain 645 affordable apartments. We also provide financial and technical assistance to support stable housing for low- and moderate-income tenants and homeowners. Finally, we prepare individuals of all ages and circumstances with the skills and knowledge they need to secure fulfilling careers, leveraging their talents to achieve economic mobility and strengthen the region's workforce.

Just A Start recently completed a strategic plan that focuses both on *what* we do and *how* we do it. The Human Resources Director will spearhead the plan's key human resources and staff development priorities, which include strengthening our onboarding process, improving our performance evaluation and feedback processes, creating an organization-wide approach to professional development, and developing and implementing an equitable compensation philosophy.

Key Job Activities:

- Ensure that Just A Start's HR policies and procedures promote our organizational values, support our strategic goals, and nurture the development of a diverse, inclusive, and welcoming culture.
- Build and maintain a trusted space for staff members to engage in open dialogue regarding their daily responsibilities, challenges, and reflections on organizational culture.
- Collaborate with the Leadership Team to develop programs that are responsive to trends in employee retention, satisfaction and engagement.
- Advance the organization's diversity, equity, and inclusion strategies by integrating it into all human resources systems, structures, and processes.

- Lead HR functions including recruiting, hiring, onboarding, recognition and retention, professional development, leadership development, succession planning, employee engagement, and performance management.
- Ensure compliance with applicable federal, state and local employment laws and regulations. Ensure timely filing of required government reports, forms, and surveys. Manage relationships with compliance agencies and external legal counsel.
- Implement Just A Start's personnel policies. Make recommendations for changes needed to policies. Update and maintain personnel handbook and conduct annual training for all staff members on handbook policies.
- Conduct regular employee surveys and feedback sessions to assess and improve workplace culture.
- Design and implement programs to promote professional development and employee engagement, retention, and satisfaction.
- Evaluate current Human Resources Information System (HRIS) and implement improvements to it to enhance data management, integrated recordkeeping, and reporting capabilities. Act as HRIS administrator.
- Implement equitable compensation policy, including adjustments to job descriptions and classifications, and salary structure.
- Manage benefit plan administration, enrollment, and communication. Perform annual assessment of plans, work with brokers, and recommend cost-effective benefit plans.
- Provide training, coaching and mentoring for managers and supervisors to help strengthen their management skills and to ensure that they are current with HR best practices.
- Ensure a respectful workplace by addressing any instances of harassment or discrimination. Serve as internal mediator for resolving conflicts and grievances in a fair and timely manner.
- Develop and manage human resources and benefits-related budgets in collaboration with the Director of Finance and Administration.
- Prepare and analyze statistical data and reports to identify employee trends.
- Support the Operations Manager with administrative duties relating to human resources, payroll and benefits.
- Other duties as assigned.

Keys to Success: Qualifications and Skills

We are seeking a “connector” and an empathetic relationship and culture builder with the following additional qualifications:

- Bachelor's Degree and a minimum of 7 years of progressive human resources experience, ideally as a Senior HR Business Partner or HR Manager.
- HR certification (e.g., SHRM-CP, SHRM-SCP, PHR, SPHR) preferred.
- Experience in the non-profit sector preferred.
- Thorough knowledge and demonstrated experience with employee relations, employment law, performance management, compensation, payroll and benefits administration, organization development, compliance, and best practices.
- Strong skills and experience developing and implementing organization-wide diversity, equity, and inclusion initiatives.
- Expertise in human resources-related technology and databases. Previous success assessing organizational needs and optimizing existing systems and/or leading a transition to new HRIS.

- Strong interpersonal skills including approachability, a high level of emotional intelligence, the ability to exercise discretion dealing with confidential and sensitive information, and to lead and facilitate difficult conversations.
- Orientation towards continuous learning and professional growth for yourself and others.
- Well-organized and decisive with an ability to balance the 'big picture, long-term view' with a hands-on, day-to-day focus.
- Strong oral and written communication and coaching skills.

Salary and Benefits:

This is a 37.5-hour per week hybrid remote/in-the-office position with a salary range of \$110,000-130,000. The typical schedule is Monday through Friday, 9am-5 pm, with an average of 2-3 days in the office, with team meetings at the office on Mondays.

In addition to a competitive salary, Just A Start offers a comprehensive benefits package, including medical insurance, dental insurance, short-term disability insurance, long-term disability insurance, life insurance, transportation benefits, early release at 2 pm every Friday, 20 PTO days in the first year, 13 paid holidays, volunteer time off, employee assistance program and a 401k savings plan with a 3% employer contribution.

All employees and long-term consultants are required to be fully vaccinated and follow the organization's established protocols regarding COVID.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Must possess mobility to work in a standard office setting and to use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, depth perception and ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is quiet to moderate.

Please send a cover letter and resume for consideration.

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