



Community Immigration
Legal Services & Education

Notice of Job Opening: Director of Human Resources, People and Culture

UnLocal seeks a Director of Human Resources, People, and Culture to join UnLocal's leadership team. This is a new position at UnLocal responsible for ensuring sound human resources practices by implementing and assessing employment policies, legal compliance, professional development, compensation, benefits, employee relations, evaluations, recruiting, onboarding, and strengthening a culture at UnLocal that promotes and prioritizes racial and gender equity.

UnLocal is a community-centered non-profit organization that provides direct immigration legal representation and community education to New York City's undocumented immigrant communities.

PRIMARY RESPONSIBILITIES

- Develop, implement, and oversee all human resources policies and practices;
- Provide guidance to the staff to utilize and understand UnLocal's benefits, including paid time off, health, dental and vision insurance, short- and long-term disability, flexible spending accounts, reimbursement procedures, 401(k) plan, wellness, and professional development;
- Manage annual renewals and open enrollment for health, dental, and vision benefits;
- Coordinate planning and implementation of leaves of absences, including parental, medical, and sabbatical leave;
- Ensure compliance with federal, state, and local employment laws and regulations;
- Maintain accurate and up-to-date human resources records and personnel files;
- Review and process payroll semi-monthly;
- Recommend and implement policies, procedures, and best practices regarding hiring, onboarding, and offboarding of employees, recruitment and retention, and advancing diverse, equitable, and inclusive hiring;
- Assess UnLocal's recruitment and retention efforts on an ongoing basis and develop action plans that foster maintaining a diverse, equitable, and inclusive workforce;

- Strengthen and enhance systems for evaluation and feedback processes;
- Develop staff capacity and competencies to regularly engage in feedback conversations to ensure that managers are coaching and mentoring team members effectively;
- Develop strategies and recommend and vet training and coaching resources to ensure staff members are receiving support in leadership and professional development skills;
- Develop, implement, and manage strategies and initiatives to strengthen a racially and gender equitable culture at UnLocal and to enhance recruitment and retention of BIPOC team members;
- Recruit and thoroughly vet any consultants that UnLocal engages and thoroughly review all consultant contracts;
- Work closely with staff to ensure that internal and external messaging utilizes a race and gender equity lens; and
- Promote an organizational culture that embraces UnLocal's mission and values and works to create and maintain a workplace reflective of those values.

PROFESSIONAL QUALIFICATIONS

- Bachelor's degree; Master's degree preferred;
- 5+ years of human resource management experience;
- Professional HR certification preferred (SHRM-CP or PHR);
- Experience with Gusto or similar platform;
- Ability to keep sensitive information confidential and conduct investigations required by law;
- Knowledge and awareness of laws, regulations, and details related to employee benefits, leave, and compliance;
- Experience and training in conflict management and/or mediation;
- Proven ability to build consensus, influence change, and build strong relationships;
- Demonstrated commitment to racial and gender equity and inclusion;
- Demonstrated experience managing and developing DEI initiatives and a track record in influencing team members to approach all work with an equity lens;
- Exceptional listening, reasoning and strategic skills;
- Ability to work collaboratively, communicate effectively, manage multiple tasks and creatively problem solve;
- Excellent written and verbal communication skills;
- Experience working with immigrant communities of color, including LGBTQIA+, youth, the working class, and survivors of violence;
- Excellent time management skills; and
- Understanding of and commitment to UnLocal's mission.

COMPENSATION AND BENEFITS

- This is a full-time position;
- Salary range is \$80-90K depending on experience;
- Benefits include full premium coverage for health, dental, vision insurance, in addition to contributions to commuter benefits, and access to 401(k);
- UnLocal staff receive 40 days of paid time off (PTO), which is available to be used for any reason the staff member sees fit;
- The office is closed between Christmas and New Year's (not counted towards PTO);
- After three years of employment with UnLocal, staff are eligible for a 4 week sabbatical.

LOCATION

- UnLocal staff have the option of participating in a hybrid home/office work model. UnLocal's offices are located in midtown Manhattan.

HOW TO APPLY

If you are interested in applying for this position and believe you would be a good fit, please send a cover letter and resume in **one pdf** to Jake Newton, UnLocal's Development and Operations Manager, at jake@unlocal.org with "Chief Equity and People Officer" in the subject line. No phone calls please. We are seeking to fill this position immediately.

UnLocal, Inc. is an Equal Opportunity Employer and, as such, all qualified applicants will receive consideration. UnLocal, Inc. is committed to a diverse and inclusive workplace and we strongly encourage applications from immigrants, LGBTQIA+ community members, community members of color, veterans, women, and individuals with disabilities.