



**POSITION:** Director of Human Resources

**DEPARTMENT:** Human Resources – Reports to the Vice President of Equity and Culture

**SALARY/FLSA CLASSIFICATION:** \$81,175 to \$95,500/year - Exempt

**JOB SUMMARY:**

Due to an upcoming retirement, YWCA Greater Pittsburgh is searching for a new Director of Human Resources.

The Director of Human Resources reports to the Vice President of Equity and Culture. The Director of Human Resources is responsible for developing and implementing a comprehensive human resources operation which includes employment, employee relations, labor relations, compensation, benefits, performance management, and policy development in accordance with the requirements of federal, state, and local laws. The Director is also responsible for maintaining accurate records to ensure policies are carried out consistently and support the mission and imperatives of YWCA Greater Pittsburgh.

YWCA Greater Pittsburgh offers a generous and competitive benefits package including:

- Medical, dental and vision benefit options
- Paid life insurance
- 10 paid holidays
- Up to 26 paid time off (within first year of employment)
- Employee assistance program
- 403 B
- Professional development opportunities

**MINIMUM QUALIFICATIONS:**

Bachelor’s Degree with at least seven (7) years of relevant experience of which five (5) were at a management level OR a Master’s Degree with five (5) years of experience with at least three (3) years at a management level. PHR/SPHR certification preferred.

**KNOWLEDGE AND SKILLS:**

- Familiarity with Federal, State and Local laws that govern human resources management, such as: ADA, ADEA, FMLA, ERISA, COBRA, HRIS, EOE/AA, etc.
- Excellent oral and written communication and presentation skills.
- Highly developed interpersonal skills and the ability to deal effectively with all levels of the Association.
- Extensive experience in training and development.
- Familiarity with development of compensation programs.

**Interested individuals can apply at:**

<https://recruiting.paylocity.com/recruiting/jobs/All/88e5aa3f-3f08-4780-a497-77b5d386b97e/Young-Womens-Christian-Association-of-Pittsburgh>

- Demonstrated experience working with employees, legal, human relations, and labor relations matters.
- Ability to interpret legal documents and serve as internal consultant for such matters.

## **ESSENTIAL RESPONSIBILITIES:**

### **Management**

- Manages the staff (2) in the Human Resources department.
- Manages the development, implementation, and communication of human resources policies.

### **Policies, Practices and Procedures**

- Ensures the maintenance of sound, consistent employment practices throughout the Association.
- Ensures compensation structure and pay scale is competitive with local markets and in compliance with current Federal, State and City of Pittsburgh legislation.
- Represents the Association before external agencies such as the EEOC, Human Relations Commission, State Unemployment Commission, etc., in matters regarding charges of discrimination or unfair labor practices.
- Responsible for ensuring Association's management and compliance of employee personnel records.
- Responsible for administration and review of the Association's grievance and complaint procedures.
- Must maintain a high level of confidentiality when working with sensitive and personal client, vendor, employee, and contract information.

### **Benefits**

- Responsible for the development, research, and selection of an Association-wide comprehensive Benefits Program, including review and negotiation of all lines of insurance (in conjunction with YWCA Greater Pittsburgh Senior Leadership).

### **Employee Recruitment, Development, and Retention**

- Oversees the recruitment and talent acquisitions processes for Association staff.
- Coordinates, develops, implements new employee onboarding and orientation.
- Responsible for the design, coordination, and implementation of employee relations and staff engagement programs.
- Provides performance management, evaluation, and succession guidance.
- Will work in conjunction with co-workers and management to achieve Affirmative Action goals.

### **General**

- Displays consistent professionalism and courtesy when interacting with internal and external customers.
- Promotes and supports the mission, imperative, values and goals of the YWCA maintaining high performance standards.
- Sits as a member of YWCA Greater Pittsburgh's internal safety committee.
- Performs other duties as directed within the scope of the Human Resources Department and Executive Office.

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**MISSION IMPACT:**

YWCA Greater Pittsburgh employees are working tirelessly at promoting racial justice, reducing race and gender disparities, and deliberately addressing the challenges and celebrating the triumphs of living at the intersection of race and gender. As a member of the YWCA Greater Pittsburgh team, you will have the opportunity to support and advance YWCA Greater Pittsburgh's mission by supporting the provision of direct services and advocacy to support marginalized individuals and families, especially women and girls of color, while working to challenge structural barriers to race and gender equity.

**ABOUT YWCA GREATER PITTSBURGH:**

Founded in 1867, YWCA Greater Pittsburgh is a member of a nationally recognized movement with a mission to eliminate racism, empower women, and promote peace, justice, freedom, and dignity for all. As a social justice organization, we have a deep commitment to tackling gender inequities and systemic racism; particularly in the places where these systems intersect. We provide direct services, empowerment programming and advocacy to support individuals and families, especially women and girls of color. We strive to become a model nonprofit workplace for a diverse workforce, ensuring that all staff members are paid a living wage and offered competitive benefits, and meaningful opportunities for professional development and career advancement.

***Equal Employment Opportunity Policy:*** *YWCA Greater Pittsburgh will not discriminate against any applicant or employee on the basis of age, sex, sexual orientation, race, color, creed, ethnicity, origin, or citizenship, disability, military or veteran status or any other legally recognized protected basis under federal, state or local laws, regulations or ordinances.*

*Applicants requiring reasonable accommodation to the application should notify a representative of the Human Resources Department.*

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