Job Description

Title: Human Resources & Race and Ethnic Equity and Inclusion Associate

Status: Exempt

Reports To: Operations Director, works closely with the Executive Director

The Opportunity: Connecticut Voices for Children is expanding its Operations team to support the staff and organization be effective while living its new, organizational values. As the organization transforms its research, policy, and advocacy work, so, too, will staff transform. This position will focus on two main components: generalist human resources (HR) functions as well as equity and inclusion programming. First, the position will serve as main point of contact for employees’ queries on HR-related topics and, as such, must have a broad knowledge of human resources functions, from hiring and onboarding to performance evaluations and improvement plans. Second, the position will coordinate and oversee the organization’s race and ethnic equity and inclusion (REEI) work including programs, services, and initiatives designed to enhance the recruitment and successful retention of staff from diverse and under-represented population groups. Connecticut Voices for Children is a “think and do” tank working to ensure that Connecticut is a thriving and equitable state where all children have an opportunity to achieve their full potential. We provide trusted, quality research, recommendations and advocacy that advance public policy and investments to improve the well-being of Connecticut’s children and families, specifically those that have been historically disadvantaged. For more about our work and our staff, please visit www.ctvoices.org.

Major Responsibilities

- Assist with the recruitment process by identifying candidates, conducting reference checks and issuing employment contracts
- Coordinate and oversee onboarding of new staff and interns, including but not limited to performing orientations and setting staff up in the office
- Administer HR functions like compensation and benefit plans, staff leaves, etc.
- Provide support to employees in various HR-related topics and resolve any issues that may arise
- Maintain employee files and records in electronic and paper form
- Ensure compliance with labor regulations
- Coordinate evaluations and performance improvement plans
- Keep up-to-date with the latest HR trends and best practices
- Recommend strategies to recruit and retain staff from an REEI lens
- Assist in the development and implementation of HR and REEI policies as well as organizational guidelines and procedures to create an effective workplace aligned with its values
- Responsible for coordinating and guiding all efforts to define, understand, assess, foster and cultivate diversity (particularly race and ethnic), inclusion and equity
- Coordinate and/or organize as well as oversee and/or conduct various trainings, programs, and initiatives, specifically related to support the health of the organization and staff, with a focus on equity and inclusion
Qualifications

- Experience in leading race and ethnic equity organizational work, preferably 3 years or more
- Experience in HR, preferably 2 years or more
- Understanding of general HR policies and procedures
- Good knowledge of employment/labor laws
- Efficient HR administration
- Knowledge of HR functions and best practices
- Strong understanding of contemporary race and ethnic equity and inclusion concepts and issues
- Knowledge of and proficiency in MS Office, Google Docs, and related HR software
- Excellent communication and people skills
- Organizational and conflict management skills
- Strong decision-making and problem-solving skills
- Meticulous attention to detail
- A drive to deepen your own knowledge and a focus on life-long learning
- A willingness to transform yourself and our organization to be more impactful in our efforts
- Ability to work in a fast-paced, deadline-driven environment, juggle multiple projects at once, and deliver excellence independently and collaboratively
- Ability to work both independently and as a team member in a busy office with personal enthusiasm, optimism, humility, and a sense of humor
- Demonstrated commitment to the mission and values of CT Voices

Salary: Commensurate with experience. Generous benefits.

To apply: Please send your resume/cv and answers to the questions below to our team: hr@ctvoices.org. The subject of your email must follow the formula: “HR & REEI Associate_Last Name_First Name” in order to be considered.

Questions
1. What role does race, ethnicity and class play in nonprofit organizations?
2. What is your understanding of change management?
3. What would be your lens in approaching the aforementioned (race, ethnicity, class, and change management) in this role?
4. Is there an experience relevant to this role, that is or is not on your resume, that you would like to provide more information to us about?

The totality of your responses to the aforementioned questions should be no less than 2 pages and no more than 4 pages.

Download the job announcement (PDF)

Connecticut Voices for Children is an equal opportunity employer, and as such, takes affirmative action to insure that discrimination does not occur on the basis of race, creed, color, age, sex, national origin, marital status, sexual orientation, religious or political affiliation, disability, or any other classification considered discriminatory under applicable law.

2/17/20