

Director of Human Resources Position Description

Who are we?

[CareerWise Colorado](#) creates life-changing opportunities for the youngest generation of America's workforce by building an industry-led, student-centered modern youth apprenticeship system. Modern youth apprenticeship melds classroom and on-the-job learning into flexible, alternative pathways to economic mobility. Today, there are hundreds of CareerWise apprentices in the workplace, charting new paths to academic and career success. In addition, workforce and education leaders from across the country have visited CareerWise to learn about our youth apprenticeship model. As a result, CareerWise programs have launched in multiple states, leveraging CareerWise's technology, infrastructure and institutional knowledge.

About the role and team:

- The Director of Human Resources will play a key role in supporting the execution of company strategy through aligning employees' skills, experience, interests, strengths, and needs with business objectives within the focus areas of employee relations, training, recruitment/onboarding, benefits, performance management, policy development and implementation, employment law compliance, and other HR programs.
- The position serves as a consultant to leadership on human resource-related issues, assesses and anticipates HR-related needs, communicates proactively, and seeks to develop integrated solutions. The position requires partnerships across the organization to deliver value-added services to staff.
- The role will report directly to the Chief of Staff.
- The role is based in Denver. For now, staff may work remotely or in the office. Starting in 2022, our team may be required to be onsite a maximum of two days per week, but staff will receive at least 60 days notice of any requirements.

Key responsibilities are likely to include (but may not be limited to):

- Managing and administering the employee life cycle, and various human resource plans and procedures for all organization's personnel.
- Developing, implementing, and communicating with employees and management on various HR policies, procedures, laws, standards, and other government regulations.
- Maintaining employee files, company org charts and employee directory information.
- Processing payroll and administering the company's 401k plan.
- Partnering with hiring managers to support recruitment efforts; writing and placing job advertisements, creating interview guides and rubrics, and advising on fair hiring practices.
- Managing and administering employee benefits. Negotiating plan offerings annually with consideration to budget, staff needs, and company values. Assisting employees with accessing benefits and managing claims to resolution.
- Administers compensation program; managing and monitoring the performance evaluation program, and revises, creates/updates job descriptions as necessary.
- Serving as a first-line resource for and timely responding to employee questions.
- Employee relations counseling, performing stay interviews/exit interviews, and coaching/guiding managers
- Ensuring the organization's compliance with federal, state, and local employment laws and regulations with appropriate input from external counsel.

- Reviewing, updating and administering company policies and practices to maintain compliance and ensure inclusive and equitable practices. Supporting the company through growth from <50 employees to 50+ employees.
- Recommending and implementing new HR systems and processes to prepare the company for scale.
- Oversee all office administration, including organizational needs related to office space and equipment, and serve as Google Workspace primary administrator with tech team support.
- Ensure appropriate risk management policies and procedures are in place, including renewal and updating of organizational insurance.
- Review and maintain all new and/or updated contracts, in partnership with relevant functional leadership, to ensure appropriate risk management provisions are included.
- **Other duties:** Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

What will you bring to this role?

- Minimum of 5 years' business management and/or HR work experience supporting multiple business functions, resolving complex business/employee relations issues
- Experience serving as a tactical and strategic HR business partner in multiple human resource disciplines, including organizational diagnosis, employee relations, performance management, federal and state respective employment laws, talent acquisition, and diversity.
- Experience as a sole HR practitioner or serving on a small team for an organization between 40-100 employees is a plus.
- Ability to maintain an effective level of business literacy about the organization.
- Ability to develop and leverage relationships within and across work groups to achieve results.
- Ability to use appropriate interpersonal methods to reduce tension or conflict and facilitate agreement.
- Excellent organization and time management skills.
- Critical evaluation skills; the ability to enhance HR programs over time by informing their development and monitoring their success using appropriate metrics and data.
- Diverse lived experiences and ability to honor and appreciate those of others.
- Demonstrated appetite to engage with DEI (Diversity, Equity, and Inclusion) - type work and/or conversations.
- Demonstrated passion for the CareerWise mission and ability to deeply understand the complexities of the youth apprenticeship system that CareerWise is building.

Bonus points if you have ...

- Experience with Google Workspace tools and systems
- Professional HR certifications
- Experience in an early or late stage startup during growth periods, or nonprofit experience
- Formal training in diversity, equity, inclusion in the workplace

Compensation & Benefits: Salary range for the role is \$80-95K. Title and salary will be commensurate with skill level and applicable experience. We offer a generous benefits package including group medical, dental, and vision plans, short-term disability, 100% vested 401k Plan with a 3% employer contribution, and Flexible Time Off to name a few!

Sound interesting?

Send resume, cover letter, salary requirements, and LinkedIn profile to:

Jana Persky at at jana.persky@careerwisecolorado.org. We look forward to hearing from you!



Subject line: Director of HR Application - (First name, Last name)

We are an equal opportunity employer that values diversity at all levels. All individuals, regardless of personal characteristics, are encouraged to apply. If you need assistance or an accommodation due to a disability, you may contact us at careers@careerwisecolorado.org. CareerWise is an Equal Opportunity Employer.