

Ethiopian Community Development Council, Inc.
901 S. Highland Street • Arlington, Virginia 22204

JOB ANNOUNCEMENT

Position: Human Resources (HR) Manager
Division: Administration
Supervisor: Vice President
Status: Exempt, Full Time
Location: Arlington, Virginia

The Ethiopian Community Development Council, Inc. (ECDC), established in 1983, is a non-profit, community-based organization that advocates on behalf of refugee and immigrant issues; conducts cultural, health education, and socio-economic development programs; and resettles refugees in the U.S. through a network of affiliate partners. While organized to respond initially to the needs of a growing Ethiopian community in the Washington, D.C., area, ECDC from its inception has been serving newcomers from diverse cultural backgrounds while maintaining a focus on African refugees and immigrants.

Salary/Benefits: Starting salary is commensurate with experience. ECDC offers comprehensive benefits, including health, dental, life and disability insurance, paid holidays and PTO as well as a generous retirement plan.

Job Summary: The Human Resources Manager oversees and coordinates ECDC's human resources (HR) activities; administers benefits, including employee dental, disability, health, life, and vision insurance benefits, and the deferred 403(b) program; develops new hire, job performance, leave, and termination policies and procedures; handles employee relations issues and disciplinary actions; and ensures compliance with all federal and state laws and regulations, including EEO and ADA. Completes other duties as assigned.

Key Responsibilities

Policies and Procedures

- Works with ECDC president and managers in revising/updating human resources and benefits policies and implementing standardized agency-wide procedures and guidelines at headquarters and branch offices.
- Assists managers regarding accidents and the preparation of reports for insurance carrier.
- Maintains employee PTO.

Employee Relations

- Provides support to branch office HR staff to assist them in carrying out their personnel responsibilities throughout employment life cycle activities, including recruitment of exempt, non-exempt, intern, and volunteer personnel, their hiring, leave management, termination and exit interviewing, in order to ensure staffing is at appropriate levels.
- Works with managers to resolve workplace disagreements and assists with all steps of the disciplinary process.

Staff Recruitment

- Oversees staff recruitment process at headquarters in conjunction with program directors and assists branch office directors and HR staff with ECDC's hiring process.
- At headquarters, assists in recruitment, screening, setting up interviewing schedules, and orienting new members to the organization.
- Works with branch office and program directors to recognize, support, and provide annual performance evaluations and feedback to staff members.

Compensation and Benefits

- Administers and enrolls employees in all benefits, including medical, dental, vision, deferred plans—403(b), life insurance, and disability.
- Serves as the point of contact for staff concerning their employee benefits.
- Conducts wage surveys within labor market to determine competitive wage rate.
- Manages claims resolution benefit change reporting in a timely manner and develops and arranges HR training for open enrollment, employee relations trends and identified needs.
- Interacts with vendors and negotiates insurance rates.
- Reconciles all insurance and benefits invoices and charges.

Checks and Balances

- Develops and maintains the ECDC ADP Workforce Now data base.
- Reconciles with EDG and ECDC finance staff that employee pay and benefit deductions are accurate according to employee designations.
- Assists in resolving benefits-related issues.

Compliance

- Stays up-to-date about federal and state employment laws such as Title VII of the Civil Rights Act, the Fair Labor Standards Act, the National Labor Relations Act and other applicable rules and regulations.
- Serves as key person for HR program audits.

Education/Experience

- Bachelor's degree or equivalent in business, human resources, or related field.
- Minimum of two plus (2+) years progressive work experience and knowledge of wage and hour laws, employee benefit plans, and human resources in general.
- Specialized training in areas such as employment law, compensation, organizational planning, organization development, employee relations, safety, training, and preventive labor relations, preferred.
- Previous experience with ADP Workforce Now a plus.
- Previous work history in a non-profit environment preferred.

Competencies

- Proven communications and writing skills.
- Ability to interact in a friendly, positive manner at a significant level on a daily basis with ECDC staff.
- Excellent computer skills, including knowledge of Microsoft Office.

- Ability to manage multiple assignments and plan workload to meet deadlines on a timely basis, occasionally under limited time constraints.
- Ability to exercise initiative and judgment to make decisions within the scope of assigned responsibilities.
- Ability to relate professionally to and collaborate collegially with diverse individuals in a multicultural environment.
- Flexibility and willingness to work after hours when required.
- Willingness and ability to travel out of state to branch office sites.
- Must be legally eligible to work in the U.S.

To Apply: Please submit by fax, mail, or e-mail: (1) a cover letter; (2) a résumé; and (3) a short writing sample (2-3 pages); and (4) a salary history and requirement to:

Human Resources Ethiopian Community Development Council, Inc. 901 S. Highland Street
Arlington, VA 22204 Fax: (703) 685-0529 OR **Email to:** hr@ecdcus.org

No telephone inquiries, please.

Qualified applicants will be contacted for an interview.

ECDC is an Equal Opportunity Employer.