



**Position title:** Human Resources Officer  
**Reports to:** Executive Director  
**Position type:** Salary, Full-time Exempt  
**Salary:** \$80,000  
**Benefits:** Health, Dental, and Vision Coverage; 401K; Generous PTO  
**Location:** Hybrid (preferable to be in Seattle office)  
**Closing date:** Open until filled; review of applications begins September 6, 2023

#### **WHO WE ARE:**

The [Hepatitis Education Project](#) (HEP) is a Seattle-based 501(c)(3) nonprofit agency committed to improving the health of underserved communities disproportionately impacted by viral hepatitis. Driven by the values of compassion, social justice, and innovation, we seek to drive change both locally and nationally. Locally, we provide direct services to clients through our care coordination, prevention, and outreach programs. Nationally, we drive change through the [National Viral Hepatitis Roundtable](#) (NVHR) and [National Hepatitis Corrections Network](#) (NHCN). Through these programs, HEP serves people at risk for or living with viral hepatitis, with a focus on disproportionately impacted communities including people experiencing homelessness and/or housing instability; people who are uninsured/underinsured; people who use drugs; incarcerated or formerly incarcerated individuals; and immigrant and refugee communities. HEP aims to improve the health of marginalized communities by providing low-barrier services that reduce the negative consequences associated with drug use, homelessness, incarceration, and infectious diseases.

#### **JOB DESCRIPTION:**

HEP is hiring its inaugural Human Resources Officer (HRO) to lead, manage and grow core HR functions at HEP using an equity lens and guided by HEP's values. This role will help advance HEP's strategic and operational goals by supporting hiring, compensation and benefits, employee relations, staff engagement, and workforce development for a team of approximately 20 staff in alignment with employment law. The HRO will report to the Executive Director.

#### **Responsibilities include:**

- Develop, update and support the implementation of HEP's employee policies and procedures, including staff coaching and training
- Oversee the recruitment, interviewing, selection, and placement of applicants for employment in collaboration with program managers
- Develop and implement robust employee onboarding and offboarding processes
- Partner with the Executive Team to coordinate the design and review of HEP's compensation philosophy with periodic benchmarking and pay equity reviews
- Oversee annual design of benefit plans and administration of payroll in collaboration with vendors
- Lead and refine HEP's growth evaluation and professional development programs and activities
- Research and maintain knowledge of employment laws (including for employees outside of Washington), regulations, trends, and best practices ensuring compliance with federal, state and local requirements
- Coordinate and address employee concerns or complaints, including investigations and remedial actions
- Partner with the Executive Team on employee engagement and retention efforts, including leading surveys and action planning
- Collaborate with the Executive Team and Board of Directors on strategic planning and implementation, including staffing needs and organizational structure



## **QUALIFICATIONS**

### **Minimum Requirements:**

- Proven commitment to health equity and social justice
- 5+ years of human resource experience involving recruitment and selection, training, benefits, employee relations, HRIS, policies and procedures
- Demonstrated knowledge and experience in organizing, planning, and overseeing a broad range of HR functions including recruitment, leave management, employee relations, classification, compensation, employee learning and growth, and organizational development
- Exceptional oral and written communication skills
- Excellent project and time management skills, including attention to detail and follow-through
- Sound interpersonal and networking skills coupled with an ability to build relationships across diverse communities

### **Desired Qualifications:**

- Undergraduate degree in Human Resources, Business, or related field.
- Human resources software experience (e.g., ADP) and Human Resources Professional Certifications (e.g., PHR/SPHR/GPHR, SHRM-CP/SCP)
- Education, work experience, or lived experience that demonstrates understanding of homelessness or unstable housing, substance use, incarceration, and/or immigrant and refugee communities
- Foreign language proficiency in one or more of King County's most common languages a plus and may include additional compensation

*This job posting is intended as an overview of the position's scope but is not a comprehensive list of skills, efforts, duties, or responsibilities associated with the position.*

**People of color, LGBTQ-identified folks, and individuals whose lived experience has been affected by drug use, viral hepatitis, HIV, homelessness or unstable housing, and/or incarceration are strongly encouraged to apply.**

**To apply, please send your (a) resume and (b) cover letter to [resumes@hep.org](mailto:resumes@hep.org).**

**For questions, please contact the Hepatitis Education Project at 206-732-0311 or [resumes@hep.org](mailto:resumes@hep.org).**