



HR & Operations Manager

Are you passionate about making an impact on the lives of foster youth in Oakland? And growing your Human Resources and Operations expertise by collaborating with a team committed to social justice? If so, Beyond Emancipation (B:E) is looking for you!

ORGANIZATION OVERVIEW

B:E's mission is to support young people as they imagine and create their own life beyond foster care. We believe that youth who have experience in foster care or probation placements are Creative, Connected, Resourceful, and Whole (CCRW). In 2010, B:E created our signature, strength-based CCRW coaching model, through which youth receive all services. This innovative and successful coaching model enables youth to discover their own potential, take responsibility for their own decisions, and plan their futures with the support of an adult/coach who follows their lead. B:E provides a transformational environment for transition age youth, offering programs that include access to safe housing, educational supports, and coaching in the areas of life skills, health and wellness, and employment training.

B:E's core values are at the heart of everything we do, and we look for individuals who share our commitments:

- **YOUTH-CENTERED:** We put youth first. We center youth in everything we do, engaging them as leaders in our work and supporting them to create a life of their choosing.
- **EQUITY:** We are committed to leveling the playing field. We do our part to address inequity: being inclusive, speaking up, and providing equitable opportunities for all.
- **TRANSFORMATION:** We are agents of change. Our innovative coaching model empowers people to transform themselves and the community around them.
- **COMMUNITY:** We are in this together. We cultivate relationships and interdependence, knowing that together we can do more than we ever could alone.
- **CONTINUOUS LEARNING:** We strive for excellence. We are always evolving – listening, adapting, and improving – in service of youth

POSITION OVERVIEW

This is a full-time exempt position reporting to the Director of Finance and Administration. The HR & Operations Manager is responsible for managing day-to-day operations of the organization, including human resources, administrative, and information technology functions. This is an opportunity to play a key role as we build our infrastructure to match the size, strength, and quality of our programs. This role will be an important support in the organization's growth and evolving organizational culture.

ESSENTIAL FUNCTIONS

Human Resources

- Assure compliance with legal requirements and government regulations affecting human resources functions. Maintain compliance with state, county, and city employment regulations.
- Implement all aspects of the employee lifecycle including recruiting, hiring, onboarding, developing, retaining, and terminating employees.



- Assist in overseeing the performance appraisal process; ensure the appropriate process is followed.
- Work collaboratively with employees and supervisors to solve any personnel issues or problems
- Administer employee benefits, including employee insurances, by familiarizing employees with the available benefits and enrolling employees when they are eligible.
- Oversee processes for workers' compensation, disability, leave, workplace accommodation requests, and health and safety issues.
- Ensure accurate documentation and recordkeeping.
- Update and maintain the B:E Operations Manual processes and procedures.
- Create and maintain personnel files in compliance with state and federal laws and regulations.
- Coordination of employee surveys, staff communication, suggestion systems and wellness and retention initiatives

Technology

- Oversee organization and updating of digital filing systems; maintain digital security.
- Work with the organization's information technology contractor to maintain the computer network, email, and other technology functions.
- Ensure the maintenance and operability of telephones, machinery, equipment, and computers.
- Maintain an inventory of computer equipment and software
- Provide basic training and support to staff regarding hardware, software, and network problems.

Operations

- Oversee the acquisition, distribution, storage, and organization of office supplies to ensure that staff members, interns, and volunteers have access to the materials they need.
- Analyze internal processes and recommend and implement procedures to improve operations.
- Act as the organization's Safety Officer, oversee and implement the agency's health and safety initiatives in compliance with OSHA and Worker's Compensation regulations.
- Participate in the planning and preparation of the relevant components of the annual agency budget process.

QUALIFICATIONS

- At least 4 years of HR and operations experience, preferably in the nonprofit sector.
- Relevant degree or certification is preferred
- Strong analytical, critical thinking, problem solving, judgment, and influencing skills.
- Ability to maintain confidentiality, tact, and diplomacy.
- Excellent oral and written communication skills; ability to prepare clear and concise reports and deliver formal presentations or training.
- Demonstrated ability to be accurate, organized, and attentive to detail.
- Advanced proficiency with technology – office hardware and software.
- Ability to work with people from diverse ethnic, cultural, economic, and educational backgrounds

COMPENSATION

This is a full-time, exempt, salaried position. The starting salary range is \$67,617 to \$76,055. Benefits are generous, with 100% paid employee and 80% dependent medical care coverage. Dental coverage is 100% paid by B:E. Paid time off starts with 15 days of vacation (increasing over time), 12 days of sick leave,



additional COVID-19 sick time, 4 wellness days , as well as 13 holidays. Voluntary vision, matched retirement (up to 3%), and pre-tax flexible spending accounts for medical and dependent care costs plans are also available.

HOW TO APPLY

To apply, please send a resume and a cover letter outlining your proposal, qualifications, and how you learned of the RFP to the following email: hr@beyondemancipation.org, with HR and Ops Manager in the subject line. We plan to move this hiring process along quickly so please submit your materials as soon as possible.

EQUAL OPPORTUNITY

To better serve youth, B:E strives to build and strengthen a diverse organization, where every staff member is heard, valued, and supported to advance B:E's mission. B:E staff is majority people of color and many staff have lived experience in the foster care system. We are committed to living diversity, equity, inclusion, and belonging in our staffing, programming, and values. B:E is an equal opportunity employer, and we strongly encourage diverse candidates to apply.

HYBRID WORK ENVIRONMENT

B:E is committed to the safety, wellness, and health of our staff. We offer a flexible hybrid work environment where staff can decide with their manager the best schedule and location of work, based on their personal needs and their role within the organization. Some B:E staff work in-person almost every day, and some work from home almost every day. Most staff work in-person 1-2 days per week.

VACCINATION AND TESTING POLICY

B:E is committed to providing a safe work environment, keeping our youth safe, and helping to promote the health of our community. All B:E staff who work in-person will participate in the Vaccination and Testing Policy. Under this policy, staff choose to be fully vaccinated or undergo regular COVID-19 testing. In addition, B:E is complying with county, state, and federal COVID-19 guidelines and policies through our comprehensive COVID Prevention