



Job Description

Director of Human Resources

Position Title:	Director of Human Resources
Reports to:	Executive Director
FLSA:	Exempt
Classification:	Director
Salary:	\$75,000
Date:	March 1, 2024
To Apply:	Please send your resume & and a cover letter detailing how you would approach HR in a pro-workers' rights abortion clinic to blewis@preterm.org

Preterm's mission is to advance reproductive health and justice by providing safe, respectful, and accessible abortion and sexual healthcare.

Abortion is essential to bodily autonomy and gender equity for all people. Providing abortions is a deeply caring and revolutionary act that is part of dismantling oppression and stigma.

Position Summary

The director of HR will be responsible for developing a human resources infrastructure and ensuring a functional, healthy and equitable working environment. They will manage the hiring and onboarding of new employees, develop and lead staff trainings, and generate and implement DEI practices. The Director of HR will serve as the management liaison to unionized staff and directly supervise the quality and compliance administrator. They will help provide oversight regarding employee relationships, pro-actively identify problems, and will work alongside other directors to resolve internal staff complaints and disciplinary occurrences.

Duties and Responsibilities

1. Serves as a part of the Preterm leadership team
 - a. Acts as a main point of contact between Preterm and the Union
 - b. Handles employee conflicts and grievances. Participates in employee disciplinary meetings, terminations and investigations
 - c. Creates employee performance improvement plans and oversees any needed corrective actions
 - d. Develops relationship with relevant vendors, oversees benefits
 - e. Manages employee inquiries regarding PTO and leave requests, compensation and benefits.
 - f. Works alongside the executive committee of the Preterm board to evaluate the Executive Director
 - g. Develop channels of feedback within the organization to evaluate employee and management performance and encourage growth and development
2. HR Process Creation & Implementation
 - a. Develops new hire orientations and onboarding plans and oversees employee offboarding

- b. Evaluates and improves diversity, equity and inclusion strategies and practices to ensure Preterm's functional accessibility and maintain an equitable workplace
 - c. Reviews, tracks, and documents compliance with mandatory and non-mandatory training, continuing education, and work assessments. This may include safety training, anti-harassment training, professional licensure, and aptitude exams and certifications
 - d. Evaluates current HR processes and develops strategies, policies and practices that better support Preterm's mission and values
 - e. Works alongside other directors to identify staffing needs, creates job descriptions and leads recruitment and hiring efforts
 - f. Remains up to date on state, federal and union employment laws and best practices to ensure preterm remains compliant with all employment laws and regulations
 - g. Ensures the organizations employee handbook is up to date and employees are informed of new or newly enforced policies
 - h. Performs routine administrative tasks required to execute human resource programs
3. Other duties as assigned

This position reports to the Executive Director and works collaboratively with both administrative and clinical department heads to provide leadership and strategic direction for Preterm. The Director of HR must support the advancement of reproductive justice through organizational culture and everyday practices. The ideal candidate is a self-starter who has the ability to create transformative relationships, excels in conflict resolution, sees creative solutions to challenges, and has a deep understanding of oppressions and their impact on the lives of people we serve and the employees who work here.

Job Requirements

1. Commitment to reproductive justice and Preterm's mission.
2. High level of interpersonal, negotiation, relationship building and conflict resolution skills
3. Thorough knowledge of employment laws and regulations
4. Excellent organization skills, attention to detail and proven ability to meet deadlines
5. Commitment to continuous learning
6. Ability to function creatively and supportively in a crisis
7. Self-motivated; demonstrates initiative and offers suggestions for improvement.
8. Basic computer skills and proficiency in MS Office [Outlook, Excel, Word] or similar software. Experience with payroll or HR software is appreciated.

Education and Experience

Successful candidates will possess the following skills and qualifications:

- Minimum 5 years of HR experience or 3 years of HR experience in a unionized workplace
- Deep understanding of reproductive justice

The most competitive candidates will also possess the following skills and qualifications:

- Bachelors Degree in Human Resources, Business Administration, or related field
- Previous experience with unionized workplaces
- SHRM CP, HRCI or other HR certifications or degrees
- Experience working in a medical or clinical setting

Values and Behaviors

1. Respect
2. Autonomy
3. Empathy
4. Feminism and intersectionality
5. Excellence with integrity
6. Intentional stewardship

A diverse, equitable, and inclusive workplace makes Preterm a more relevant, more creative, and more resilient organization. We encourage people from all backgrounds, ages, abilities, and experiences to apply. We are an equal opportunity employer. We do not discriminate on the basis of race, color, ancestry, religion, national origin, sexual orientation, age, citizenship, marital or family status, disability, gender, gender identity or expression, pregnancy or caregiver status, veteran status, or any other legally protected status. We will ensure that individuals with disabilities are provided reasonable accommodations to participate in the job application and interview process, to perform essential job functions, and to receive appropriate considerations and privileges of contracting.

A Note to Potential Candidates:

Studies have shown that women, trans, non-binary folks, and BIPOC are less likely to apply for jobs unless they believe they meet every single one of the qualifications as described in a job description. We are committed to building a diverse and inclusive organization, and we are most interested in finding the best candidate for the job. That candidate may be one who comes from a background less traditional to our field of work, and that's okay. We would strongly encourage you to apply, even if you don't believe you meet every one of the qualifications described