



Human Resources Associate Director (Bi-lingual, English and Spanish)

Overview

The Hudson Valley Farm Hub (HVFH) is a nonprofit center for resilient agriculture, dedicated to fostering an equitable and ecologically resilient food system in the Hudson Valley. We are seeking a highly skilled, collaborative and emotionally intelligent human resources professional to serve in the new position of Associate Director, Human Resources.

Note: As planned, this position will be located on-site at the Farm Hub office in accordance with the NYS Covid-19 pandemic categorization of agriculture as an essential service. On-site and remote work protocols, however, are subject to change throughout the year and positions may be designated for remote status as deemed necessary.

Position Summary

The Associate Director, HR will report to the Farm Hub Director. He, she, or they will be responsible for overseeing and/or carrying out the full range of HR functions. This includes compensation and benefits; recruitment, hiring, and retention; employee professional development; performance management; policy development and implementation; and regulatory compliance. The Farm Hub has a diverse staff of 55 employees, many of whom use Spanish as their preferred language. For this reason we are seeking candidates who are fluent in both English and Spanish.

This is a new position and we are seeking an individual with experience in creating robust HR departments and efficient systems for workflow in a non-profit environment. While a senior level position, the individual must be as willing to dive in and “do the work” as they are at participating in high-level decision making. This individual will supervise one full-time staff member and may be called upon to assess the need for additional personnel in the HR department. The ideal candidate is a kind and solutions-oriented person with excellent judgment and the ability to manage confidential information. The Associate Director, HR will bring a progressive HR approach to the Farm Hub and will support the nurturing of a positive, productive, and fulfilling working environment for staff. Please be committed to our values of equity and ecological resilience and eager to develop the HR department to reflect those values. Note that the office is located on a working farm.

Responsibilities

Benefits Administration

- Manages pension plan compliance – employee eligibility, contribution calculations and deposits, government filings and regulatory changes
- With external benefits administration partners, oversees all health benefits functions – compliance, enrollment, terminations, policy changes, and COBRA

- Serves as HR liaison to insurance broker regarding plan negotiations and renewals
- Manages open enrollment periods for each benefit plan and conducts informational sessions
- Prepares and coordinates all accident reports and worker compensation reports; handles follow-up insurance and worker compensation claims; handles return-to-work and disability slips
- Consults with employees around all leaves of absences, including but not limited to Family Medical Leave Act (FMLA) and Paid Family Leave (PFL)
- Oversees the tracking and reporting of employee paid time off; maintains calendar of holidays
- In conjunction with Director and senior staff, regularly evaluates benefits package to ensure that it is competitive and appropriate for the organization

Management of the Employment Process

Recruitment and Hiring

- Creates and maintains template for job postings, work with hiring leads to develop job postings and recruitment, posts jobs, receives applications and screens candidates as requested
- Provides guidance to hiring leads regarding: interview processes, reference checks, and the recruitment records

Onboarding and Offboarding

- Administers onboarding process for new employees, including offer letters, employment paperwork, entry into payroll system, and initiation of benefits enrollment
- Provides training to new employees regarding benefits and FH employee manual and policies
- Develops and maintains onboarding protocol; ensures that relevant staff know their roles and are informed of new hires
- Ensures that departing employees are fully processed out, including termination from payroll systems, leave payout, receipt of COBRA notification, and return of equipment and materials.
- When necessary, conducts exit interviews for departing staff

Policies and Procedures

- Ensures compliance with federal and state statutes and laws, including but not limited to FMLA, ADA, OSHA, and sexual harassment; stays current on laws and recommends changes to policies and procedures as needed
- Maintains all HR paperwork and employee records
- In conjunction with Director and senior staff, revises, and maintains the employee manual and any new HR policies and procedures, as needed
- Serves as a link between management and employees by handling HR questions, interpreting and administering policy, and ensuring employee compliance with HR policies and procedures

Payroll and Compensation

- Supervises HR Assistant and ensures they are up-to-date on any changes in salary/status and work anniversaries which impact benefits eligibility
- As requested, supports Director and senior staff with compensation analyses

Employee Engagement, Development, and Performance Management

- With direction and advisement from the Director and senior staff, develops and coordinates performance evaluation processes for all staff

- Serves as resource to supervisors on performance management and disciplinary action
- Serves as primary contact for employees regarding payroll issues, benefit changes, insurance claims, and personnel issues
- Works with leadership in support of the following:
 - Employee programs that reflect the Farm Hub's values and enhance its internal culture
 - Mechanisms to gather and address staff feedback
 - Professional development opportunities and related trainings for staff
 - Conflict resolution processes

Internal Communications

- Ensures all necessary HR documents are available in English and Spanish (including sourcing documents in both languages and/or translating or arranging for the translation of documents)
- Works with internal communications to share information and updates to HR policies and procedures in a timely manner

General

- Other duties as assigned

Required Qualifications

- Fluency in English (written and verbal); at least strong proficiency in Spanish
- At least 5 years of professional experience in a Human Resources senior management or director level position
- Knowledge of personnel standards and regulations at the federal and NYS level
- Knowledge of IRS regulations pertaining to pension plans and contributions, fringe benefits, cafeteria plans
- High degree of judgment, discretion and confidentiality; knowledge of and ability to follow confidentiality rules
- Excellent oral and written communication skills in both English and Spanish
- Meticulously detail oriented with excellent project and time management skills
- Strong relationship management skills; ability to develop positive working relationships with people across different backgrounds; solutions-focused problem solver
- Strong computer skills and high level of comfortability with technology and workflow systems, including Microsoft Word, Excel, and Outlook and digital file management systems, e.g. Dropbox
- Self-starter with proven ability to create efficient, logical systems for workflow and organization related to HR; ability to work autonomously
- Demonstrated ability to participate in and foster a work environment of mutual respect, team building, and collaboration; committed to continuous improvement and a culture of learning
- Supervisory experience, including proven ability to onboard and train HR employees
- Commitment to the Farm Hub's mission and values of equity and ecological resilience

Preferred Qualifications

- Senior Professional in Human Resources (SPHR) Certification or comparable HR certification
- Knowledge of agricultural labor regulations, including the new Farm Laborers Fair Labor Practices Act which went into law on January 1, 2020

- Experience translating documents between English and Spanish, or willingness to become trained

The Human Resources Associate Director is a full-time, salaried position. We offer a competitive salary and benefits package and are an equal opportunity employer. All candidates, regardless of race, gender, age, or sexual orientation are encouraged to apply.

Interested candidates should email a cover letter, resume, and three professional references to hr@hvfarmhub.org. Applications will be accepted and reviewed on a rolling basis, with priority review given to applications received by Monday, August 10, 2020.

To find out more, visit the Hudson Valley Farm Hub at <http://www.hvfarmhub.org>.