



Position Announcement

Human Resources Manager

Would you like to use your human resources skills to help protect the redwood forests of the Santa Cruz mountains? Are you interested in building cohesiveness and enhancing productivity for a hybrid-remote team of committed conservationists? If so, consider joining Sempervirens Fund's dynamic, collegial, fun, and growing organization.

About the Position

Joining Sempervirens Fund as our **Human Resources Manager** is an opportunity for a highly organized, detail-oriented professional with outstanding interpersonal skills to take the initiative and play a pivotal role on our team. Reporting to the Deputy Director, the Human Resources Manager supports all aspects of Human Resources. The position's primary focus is improving our employee experience by providing team members with the tools to be productive, ensuring HR-related compliance, and implementing organization-wide DEI best practices. Sempervirens Fund's office is based in Mountain View, CA, and the position is remote from home with travel to San Mateo, Santa Clara, and Santa Cruz Counties.

Sempervirens Fund and Our Commitment to People and Equity

Sempervirens Fund is California's first land trust. We believe the Santa Cruz Mountain's habitats, waterways, and resiliency are at risk without healthy, connected coast redwood forests. We also believe that all people should be able to access and enjoy these redwood forests. We are committed to an organizational culture that is welcoming, inclusive in its decision-making, and reflective of the diverse communities with which we work. We recruit and hire people who will bring considerations of equity, inclusion, and justice to our work. Sempervirens Fund is an equal opportunity employer.

We Offer:

- A collaborative and supportive team environment
- A work-life balance culture
- Family-friendly policies
- Employer-paid medical, dental, vision, and life insurance for the employee
- Thirteen paid holidays per year
- Five Floating Holidays per year
- Three weeks of vacation in your first year
- Twelve days of paid sick leave a year
- Employer retirement plan match of 6%
- A remote-from-home work environment
- Access to Regus co-working office spaces
- Cell phone and home internet stipend

This might be the right job for you if you enjoy:

Training & Development:

- Develop training programs that align with organizational goals and employee needs.
- Facilitate onboarding and orientation for new hires to integrate them into the company culture.
- Coordinate ongoing professional development opportunities.

Recruitment and Staff:

- Implementing effective recruitment strategies to attract top talent, emphasizing attracting a diverse candidate pool.
- Work closely with department heads to understand staffing needs and align recruitment strategies with organizational goals.

- Performing all aspects of the recruitment cycle, from job posting to candidate onboarding and communications.
- Supporting department managers with creating job descriptions and establishing salary ranges.

Employee Relations:

- Performing as the point of contact for employee issues, including grievances, conflicts, and disciplinary actions.
- Fostering a positive work environment by promoting employee engagement and team collaboration.
- Developing and implementing programs that enhance employee satisfaction and retention, including staff recognition wellness programs and meaningful in-person staff meeting engagement opportunities.
- Coordinating in-person and virtual staff meetings, leveraging that time to provide engagement opportunities.

Compliance and Policy Management:

- Working with a PEO or outsourced HR service, ensuring compliance with all local, state, and federal labor laws and regulations.
- Regularly review and update HR policies and employee handbook to ensure alignment with legal requirements.

Performance Management:

- Improve performance evaluation systems, setting clear metrics for employee reviews.
- Support managers in conducting performance reviews, offering feedback, and developing improvement plans.
- Identify and address areas for employee development and career progression.

Compensation & Benefits:

- Manage employee compensation programs, including salary reviews, bonuses, and promotions.
- Oversee benefits administration, ensuring competitive offerings and managing vendor relationships

Knowledge and Skills Needed

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| <ul style="list-style-type: none"> • Knowledge of HR compliance requirements • Computer proficiency, including experience using Microsoft 365 and Asana • Ability to work on complex projects with a moderate level of supervision • Budget creation and tracking | <ul style="list-style-type: none"> • Customer service • Integrity, discretion, and ability to maintain strict levels of confidentiality, • Ability to manage and organize multiple concurrent projects and details |
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Competencies

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| <ul style="list-style-type: none"> • Project management • Attention to detail • Communications – interpersonal, verbal, written | <ul style="list-style-type: none"> • Problem-solving • Persistence and goal-directedness • Organizational skills • Diversity, equity, and inclusion |
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Qualifications

- SHRM or HRCI certification preferred
- Minimum five years of work experience in human resources
- Ability to work in a team and awareness to ask for help

Working Conditions:

- Prolonged periods of standing, bending, sitting, kneeling
- Able to lift 20 pounds
- Available to work occasional nights and weekends
- Travel within the Bay Area

Position Title:	Human Resources Manager
Reports to:	Deputy Director
Location:	Remote within the San Francisco Bay Area. Local travel is required.
Salary Range:	\$79,100 - 94,800
Position Classification:	Exempt
If this sounds like the right position for you:	<p>Please email a cover letter (including where you heard about the position) and resume to opportunity@sempervirens.org with the subject line "Your Name – HR Manager." Your cover letter should be 500 words or less, and answer these two questions:</p> <ul style="list-style-type: none">• How does your experience support the competencies needed for this position?• Why are you interested in working in land conservation?
Application Deadline:	Materials will be accepted on a rolling basis until October 22nd or until filled.