**SEIU Healthcare 775NW**

**Director of Human Resources and Operations**

**Job Description**

Position Overview

SEIU Healthcare 775NW is a growing, dynamic, and progressive union for long-term care workers in Washington and Montana. Founded only eight years ago, we have grown from 1500 members to more than 43,000 members over the last decade and have become a powerful voice for quality care for seniors and people with disabilities and good jobs for caregivers. SEIU Healthcare 775NW is hiring a Director Human Resources and Operations, a new position on our senior staff team that will be responsible for the following broad areas of Union operations: Human Resources and Staff Development, Operations, IT, Office systems, Physical plant, and Compliance.

SEIU Healthcare 775NW is a dynamic and fast-paced organization with more than 100 staff dedicated to improving the lives of low-wage caregivers and their vulnerable clients.

Required Experience and Skills

At least five years of combined experience in human resources and operations management. Experience with a labor union or other progressive-minded non-profit is desirable; however, candidates with equivalent experience in other sectors will also be considered. The successful candidate will demonstrate commitment to the labor movement’s goals and values, and an understanding of key labor-union concepts. The successful candidate will be able to work well in a fast-paced, dynamic “campaign” environment, will possess leadership skills that include team building, coaching, problem analysis, and conflict resolution, and have strong skills in systems development and management. Long hours, including evening and weekend work and occasional travel, are a part of this position.

Roles and responsibilities include, but are not limited to the following:

1. Develop and maintain a union-wide strategy and program for staff recruitment and development program, including coordinating new employee orientation and providing ongoing support to department directors and managers
2. Develop, maintain and communicate effective and efficient policies and administrative procedures for personnel programs including developing a Human Resource Information System (HRIS)
3. Manage all aspects of human resource administration: payroll & benefits administration, personnel file management, and legal compliance.
4. Manage active “campaign”-oriented offices on a daily basis
5. Supervise office administration and IT staff, both directly in the Operations and Finance Department and providing support to administrative staff in other union departments.
6. Perform and/or supervise a wide variety of reporting and compliance responsibilities.
7. Work with Secretary-Treasurer and legal counsel to ensure full compliance with applicable labor laws, tax laws, and other legal or constitutional mandates.
8. Manage most major vendor relationships.
9. Supervise the development and maintenance of office and information technology systems, including coordinating staff training with outside service.
10. Maintain and/or supervise the maintenance of union files, archives and records, on-site and off-site, with a focus on moving towards a paperless environment.
11. Manage the physical plants and leases of the local union offices.
12. Other tasks and duties as assigned.

Salary and Benefits

Salary is competitive and based on experience. There is a generous and highly competitive benefit package that includes fully employer-paid health care, dental, and vision care insurance, a leave package (including vacation, sick leave, personal days, and a generous holiday package), an employer-paid pension, employer-paid life insurance, a cell phone allowance, an optional 401(k) plan, and a car allowance and more.

To Apply:

Please send resume, cover letter, salary history, supporting materials and three professional references to: [jobs@seiu775.org](mailto:jobs@seiu775.org)