



Human Resources Associate

POSITION SUMMARY

The Center for Children & Youth Justice, founded in 2006 by Justice Bobbe J. Bridge (ret.), is committed to reforming Washington’s juvenile justice and child welfare systems. CCYJ leads communities, our state, and the nation in empowering children and youth, stabilizing families, and strengthening communities through meaningful and lasting reform. CCYJ identifies gaps in the system, researches, develops innovative and creative solutions, and ensures that policymakers integrate these system improvements into practices and procedures. CCYJ’s results are realized into state law, adopted as standing protocols by the courts, schools, and other partners; and they are developed into new interventions for at-risk, abused and/or neglected children and their families. CCYJ has succeeded in driving positive systems change for more than a decade. Following an extensive national search, our Board of Directors appointed our second President and CEO Rachel Sottile in late 2018. Our passionate staff is deeply committed to the youth for whom we advocate.

The Human Resources Associate position is a 20 - 30 hours per week position, eligible for employee benefits. The Human Resources Associate provides HR focused administrative support to the organization as directed by the Vice President of Mission Support Services, including in the areas of recruiting and employment, employee on-boarding and orientation, HR record keeping, policies and procedures development/updating/maintenance, benefits, and more, as needed.

CCYJ’S CULTURE EMBRACES

- Together we are transparent, accountable, respectful, and self-aware in order to foster belonging and a sense of community
- CCYJ operates with an innovative and leading-edge mindset
- CCYJ is purpose driven and laser sharp in the fulfillment of our mission
- CCYJ embraces a growth mindset; our development is essential to expand and grow our organization
- CCYJ produces results, not reasons
- Anything is possible
- Everyone has something to contribute
- Everything happens out of your relationship with other people
- Great ideas come from anyone at any time
- People up to big things are going to make big mistakes. We own them, learn from them, and move on
- Transparency is essential to a highly functioning organization
- A diverse, fully self-expressed workforce

REPORTING RELATIONSHIP

Reports to: Vice President of Mission Support Services

SUPERVISION EXERCISED

None

FLSA STATUS

This position is considered non-exempt under the Fair Labor Standards Act and is therefore eligible for overtime pay.

ESSENTIAL FUNCTIONS

The examples of essential functions listed below are intended as illustrations of the types of work that may be performed. The omission of specific statements of duties does not exclude them from the position. Duties and responsibilities are also subject to change by CCYJ as the needs of the organization and requirements of the job shift over time. These responsibilities are performed under the guidance and direction of the VP of Mission Support Services.

- Coordinate and facilitate job posting activities, including but not limited to assisting in the creation and maintenance of job descriptions, confirming salary ranges (as per the CCYJ compensation plan), posting the position opening (e.g., on the CCYJ website, as well as other designated external sites), reviewing and managing application materials.
- Draft offer letters; correspond with employment candidates.
- Coordinate interviews for candidates with designated interview panels.
- Provide orientation to new employees, including benefits orientation and enrollment, set up in the payroll system, coordination and scheduling new employee “meet and greet” meetings with individual staff members, provide and review general organizational resources (e.g., organizational chart, program mission statements, etc., utilizing the new employee orientation checklist).
- Set up and maintain personnel files as per CCYJ practice and legal requirements.
- Help facilitate benefits enrollment activities during open enrollment period.
- Coordinate and facilitate HR policy development, updates, interpretation.
- Fields HR related staff questions.
- Processes unemployment and workers’ compensation claims responses.
- Conducts exit interviews and facilitates separation process and forms for departing employees.

Other duties as assigned.

QUALIFICATIONS: EXPERIENCE, KNOWLEDGE, SKILLS, AND ABILITIES

Experience

- Demonstrated experience providing human resources support to an organization.
- Demonstrated knowledge of employment related legal requirements.
- Education, certification, and/or experience in human resources highly desired.

Skills and Abilities

- Proven proficiency with MS Word, Excel, Google docs and Powerpoint.

- Strong oral and written communication skills.
- Demonstrated ability to organize and prioritize workflow in a changing work environment and coordinate work among multiple partners.
- Demonstrated ability to maintain accuracy and attention to detail.
- Demonstrated ability to work independently completing assigned duties in a timely and efficient manner while maintaining accuracy and attention to detail.
- Demonstrated commitment to modeling healthy workplace relationships.
- Demonstrated ability to exercise discretion and maintain confidentiality.

COACHABILITY

- Able to work in a team environment and has the courage to communicate openly and honestly
- Possess a *growth mindset*: the willingness to be coached and to develop to increase effectiveness, collaboration, and produce results
- Adaptable
- High functioning sense of humor, humility, and emotional intelligence
- Foster a culture of integrity, service, adaptability, innovation, and responsibility

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

- This position requires the manual dexterity sufficient to operate phones, computers, and other office equipment, and the ability to sit and to use a computer for significant periods of time.
- This person must speak clearly using the English language to accurately convey information.
- Generally good working conditions with little or no exposure to extremes in noises, temperature.
- Little or no safety or health hazards.
- Minimal lifting or climbing.
- Work performed in an office setting as applicable determined by activities.

Currently, this position functions remotely due to COVID-19 safety protocols.

COMPENSATION

Competitive salary commensurate with skills and experience. The starting hourly wage range is \$22 - \$25. CCYJ offers a benefits package that includes medical/vision/dental, transportation allowance, vacation, sick leave, holiday pay, and floating holiday pay.

TO APPLY

Please submit a cover letter, resume, and contact information to jobs@CCYJ.org.

We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law. We value a diverse workforce.