

**January 3, 2024**  
**Job Announcement:**  
**Director Human Resources**

Rising for Justice (“RFJ”) invites applications for a Director of Human Resources. Reporting to the Executive Director with a dotted line to the Deputy Director, the Director of Human Resources is responsible for the overall management and direction of the human resource areas of the organization including orientation, training, labor relations, benefits, recruitment, and employee records.

**About Rising for Justice**

Created in 1969, RFJ, formerly known as D.C. Law Students in Court (“LSIC”), is the oldest clinical legal education program in the District of Columbia. RFJ currently operates as a public interest legal services provider and clinical education program. Our mission is to leverage the collective forces of students and experienced advocates to achieve justice for all. RFJ embraces equal justice and diversity as core values. We strive to maintain a workplace that is vibrant, welcoming, innovative, and collaborative. We are committed to fostering the thoughtful exchange of ideas and to ensuring that all voices are heard and respected. We seek a skilled and experienced deputy director who embraces our mission and values.

Our commitment to diversity, inclusion, and non-discrimination includes race, sex, age, religion, national origin, sexual orientation, gender identity/expression, personal appearance, genetic information, political affiliation, marital status, family responsibilities, disability, status as a veteran, and any other characteristic protected by federal, state, or local law or regulation.

**Position Responsibilities**

Duties include the following:

**General.** Oversee the direction of the human resources unit, ensuring that all personnel policies and practices are administered correctly, and that the organization is in compliance with all legislated mandates. Maintain current knowledge of all aspects of personnel administration; keep supervisors informed on changes in legal requirements; ensure that the employee manual is current and complete. Participate in the management of the organization as a member of the Senior Leadership Team. Attend RFJ Board Meetings and provide reports and recommendations to the Board as needed. Assist the Development Department in creating the staffing component of grant applications as needed. Coordinate with the Development Department and Accounting Department to implement staffing requirements of RFJ grants.

**Orientation and Training.** Develop and implement an organization-wide orientation program, with explanatory materials, including employee manuals; participate in the orientation and training of the Board of Directors as needed; ensure that the staff is trained on legally required issues, e.g., sexual harassment, drug-free workplace; serve as resource for external training opportunities, assist with the development of internal training. Coordinating with the Executive Director and Deputy Director, to implement recommendations on substantive training for staff.

**Labor Relations.** Assist in all aspects of the collective bargaining agreement negotiations. Implement the organization's collective bargaining agreement, training RFJ managers as needed. Participate as the management representative in the grievance process ensuring compliance with the procedures mandated by the collective bargaining agreement. Participate as the management representative in union-management committees as needed.

**Benefits.** Work with the Accounting Department to ensure that fringe benefit program is managed in a financially sound manner and that the benefits package is cost effective. Arrange for and monitor broker representation for employee benefits and monitor compliance with collective bargaining agreement requirements. Coordinate workers' compensation and unemployment insurance responses. Be a staff resource for benefits questions and issues.

**Recruitment.** Develop, implement, and ensure compliance with policies and procedures. Design and implement ongoing recruitment plans for all vacancies and coordinate attendance at public interest law events to ensure future recruitment success. Ensure accurate job descriptions and perform reference checks. Manage the internship hiring process in cooperation with RFJ Directors.

**Employee Records.** Manage personnel files and the computerized personnel records system, including benefits, workers compensation claims, personnel action forms, performance reviews, employment verification, hires, changes, terminations, and any other employee files.

## **QUALIFICATIONS**

Degree in human resources or related field. Several years of increasing responsibility in human resources, preferably in a unionized, non-profit environment. Experience as a member of senior management and involvement with Boards of Directors. Excellent time management and organizational skills and attention to detail. Excellent written and oral communication skills.

**COVID-19 Statement:** Rising for Justice requires all staff to be fully vaccinated against COVID-19 except staff who are entitled to a reasonable accommodation due to a medical disability or sincerely held religious belief under the law.

**Hours, Salary, and Benefits:** This is a full-time position based on a 40-hour work week. Salary range is \$95,000 - \$125,000. RFJ offers an excellent benefits package, including employer-paid medical, dental, and vision insurance; generous sick, annual, and personal leave; life and disability insurance, and paid federal and local holidays.

**To Apply:** Each candidate should submit a cover letter and resume by email to Gregory Nolen, at [hiring@risingforjustice.org](mailto: hiring@risingforjustice.org). Please indicate “Director of Human Resources [your full name]” in the subject line of the email.

**Application Deadline:** Review of applications will begin immediately and will continue until the position is filled.