



Position Description

Title: Human Resources Manager
Department: Human Resources
Reports to: VP of People & Culture
FLSA Status: Exempt

About the Organization

Over the years, Upwardly Global has supported thousands of foreign-born skilled job seekers in transitioning from poverty or exclusion to quality, thriving-wage careers through its customized program and holistic approach to integrating skilled immigrants into the US job market. Upwardly Global is a data-driven, innovative organization with a bold vision and a fearless spirit operating out of four major US markets and providing remote services to several parts of the country. It is unwavering in its commitment to a diverse and inclusive culture where every voice matters.

Position Overview

The Human Resources Manager (HRM) will report to the VP of People & Culture (VPPC) and work alongside the HR team to ensure accurate, comprehensive, high-quality and strategic human resources support across the national organization. The HR Manager will manage strategic human resources goals, objectives, and systems under the leadership of the VPPC.

The HRM will lead and manage all compliance matters. In addition, HRM will assist in the development and evaluation of organization-wide programs, service offerings and new initiatives and recommend new approaches, policies, and procedures to effect continual improvements in efficiencies and services performed. The HRM will work closely with supervisors to provide support and guidance to support and develop staff and to position UpGlo as an employer of choice in the market.

Essential Duties & Responsibilities

- Manage various human resources plans and programs for the national organization; develop and manage the implementation of HR policies and procedures; prepares and maintains employee handbooks and policies and procedures manuals as needed to ensure compliance with various federal, state, and local requirements.
- Manage the talent acquisition process, which may include recruitment, interviewing, and hiring of qualified job applicants, particularly for managerial, exempt, and professional roles; collaborate with departmental managers to understand skills and competencies required for openings.
- Maintain compliance with federal, state, and local employment laws and regulations, and recommended best practices; review policies and practices to maintain compliance. Maintain records, reports, and logs in accordance with applicable laws.
- Manage the maintenance of required compliance documentation internal control practices is in accordance with applicable laws and regulations
- Assist the VP of People & Culture in educating and training staff on regulatory and compliance issues
- Facilitate new-employee onboarding and orientations; ensure paperwork is completed, assist in benefits enrollment, liaises with payroll



- Champion the onboarding process by ensuring that it's high-quality and up to date, and provide clarity and connection for employees so their roles serve the overall business vision
- Administer the benefits program. On a daily basis, provides support towards employee inquiries, concerns, and enrollment and coverage changes in an accurate and timely manner.
- Manage the implementation and maintenance of HRIS systems and records and compiles reports from database.
- Support the national grants team in compiling relevant HR data for funders and stakeholders and support annual financial audits.
- In cooperation with VP of People & Culture, effectively manage employee relations coaching and counseling. Identify trends in terminating employee feedback and recommend improvements to human resources programs where appropriate.
- Act as a thoughtful steward of the cultural values we strive for as a team and organization
- Participate in relevant management and operational team meetings as directed.
- Actively participate in bi-weekly staff meetings and scheduled strategic planning activities.
- Perform other related duties as required and assigned.

Knowledge & Skills Required

- Bachelor's degree in Human Resources, Business Administration, or related field required.
- 5+ years of experience driving results in the human resources field
- 3+ years of experience in labor relations and compliance for companies with 100+ employees
- 2+ years of experience in compensation and employee benefit programs administration
- 2+ years of experience managing other HR professionals
- PHR, SPHR, SHRM-CP or SHRM-SCP highly desired.
- Proficient with HRIS and talent management systems, ADP Workforce Now experience preferred
- Outstanding interpersonal and communication skills including ability to communicate orally, write effectively, and present effectively and concisely to a wide variety of audiences
- Excellent organizational skills and attention to detail.
- Strong analytical and problem-solving skills.
- Ability to prioritize tasks and to delegate them when appropriate.
- Thorough knowledge of employment-related laws and regulations.
- Proficient with Microsoft Office Suite or related software
- Passion for Diversity, Equity, Inclusion and Belonging

Work Environment/Physical Requirements

- Candidates residing in cities with existing UpGlo offices (NY metro area, Chicago or San Francisco) are expected work out of the office twice a week (hybrid schedule)
- Must be available to occasionally work evening events

Salary Range Disclaimer

The base salary range represents the low and high end of the Indeed salary range for this position. Actual salaries will vary depending on factors including but not limited to location, experience, and performance. The range listed is just one component of Upwardly Global's total compensation package for employees. Benefits include paid time off policy, hybrid or remote work schedule, medical/dental/vision insurance, short term disability insurance, life insurance and retirement plan with employer match.



Salary Range Transparency:

- **Central Region:** \$75,000 - \$85,000 USD per year
- **Eastern Region:** \$82,000 - \$92,000 USD per year
- **Western Region:** \$87,000 - \$97,000 USD per year

Upwardly Global is deeply committed to building a workplace where inclusion is not only valued, but prioritized. We're proud to be an equal opportunity employer, seeking to create a welcoming and diverse environment.

Interested candidates should send a resume and cover letter to hr@upwardlyglobal.org with HR Manager in the subject line.