

## Human Resources Officer

### Full time position

**Location:** Flexible, to be negotiated with final candidate, preferably in Canada.

**Start date:** Mid December 2019



### ABOUT FRIDA

Founded in 2010, FRIDA | The Young Feminist Fund is the **only youth-led fund** focused exclusively on supporting young feminist activism to advance social justice movements and agendas across the globe. We believe in the **collective power, expertise, and innovation** of young feminist organizers to address root causes and structures of inequality in order to create lasting change in their communities. To this end, FRIDA:

- **Provides small flexible grants** to fund initiatives led by young women and trans\* youth under 30 years old with small flexible grants for core support, selected through an annual participatory review process.
- **Offers opportunities for capacity development** that are accessible and responsive to the needs of young feminist organizers, and based on linking and learning relationships that strengthen networks of young feminist activists within multigenerational movements;
- **Mobilizes resources** from both traditional and non-traditional sources, with new and modern methods, to enhance the quality and quantity of funding for women's human rights; and
- **Builds knowledge for advocacy** to ensure financial and non-financial policies are inclusive and responsive to the priorities articulated by young women, girls and trans\* youth.

### JOB SUMMARY

In recent years, FRIDA has been fortunate to experience rapid growth in staff size, due to a growing budget, increasing grantmaking, other activities. As we enter a new Strategic Plan, a rising priority is to ensure that our internal systems and structures stay relevant and adequate to FRIDA's increasing size, and that all staff members are able to thrive, grow and feel supported within FRIDA.

A key part of this process is to strengthen our Human Resources capacity, and to continue to build our internal Human Resources policies, procedures and systems, in line with staff needs and with FRIDA's feminist values. This position will be the first in-house Human Resources position within FRIDA, as we are transitioning out of a partnership with the MATCH International Women's Fund, who has previously provided both strategic and operational support to cover our Human Resources needs.

This position will support our operational needs in full-cycle recruitment, training, employee benefits, legal relations and other key areas. Additionally, the position will support the Co-Executive Directors (and later on, a Human Resources senior staff person) with strategic advice on updating our Human Resources systems and procedures, based on staff needs and the specific nature of a virtual workplace, in line with our feminist values.

Along with senior staff and external consultants, the incumbent will also be working on a collective review of our internal governance and decision-making systems, human capital management systems, as well as our internal structure and compensation levels. This process will be guided by our [Happiness Manifesto](#),

as well as our commitment to staff wellbeing, and to the sustainability of our work and impact. The Human Resources Officer will participate actively in this organizational development process.

We seek a Human Resources Officer who is qualified and excited to work through a period of change, growth and internal strengthening at FRIDA. They would play a key role in supporting the operations of the Human Resources office at FRIDA, which we project to increase in capacity in the coming years, and have a 'duty of care' to the staff, communities, and organization during this time and beyond. We seek someone with a commitment to promoting young feminist leadership at FRIDA.

## **RESPONSIBILITIES**

### **Full-Cycle Recruitment**

- Support the workforce planning process and HR reporting
- Manage and conduct all recruiting activities in coordination with the Hiring Manager for each new position, including leading preparing postings and job descriptions, arranging interviews, preparing offer letters and contracts of employment, checking references and establishing employee files.
- Ensure on-boarding processes run smoothly with new and returning employees; ensure the on-boarding/sessions inform and prepare employees for their positions, and include adequate background and information on the organization; update/refresh as required.

### **Employee Relations**

- Act as the initial point of contact for all human resources queries and concerns
- Support the implementation of human resources programs and initiatives working with other teams
- Prepare and send organization-wide updates and communications regarding human resources programs and initiatives
- Assist in the HR process of internal investigations and breaches of contracts
- Provide resolution of basic issues with respect to employee relations in line with FRIDA values, provincial legislation and organizational policies and guidelines

### **Human Resources Administration**

- Organizes and maintains staff contracts and other staff files, ensures that all staff data is complete, kept up to date and meets organization and legislative requirements
- Assists with pension & benefits administration as required
- Assists with the administration and execution of compensation initiatives
- Primary administrator of HRIS system (BambooHR) and prepares regular reports and statistics to senior management and the Board of Directors.
- Ensures HRIS is up to date with current policies and practices and employment legislation
- Processes a range of documents including but not limited to; offer letters, letters of employment, attendance reports, benefits documentation and job postings, forms and orders/invoices
- Collaborates with the Finance Team as needed
- Assists with other administrative duties as required
- Updates internal HR databases, prepares HR Documents, and other filing, clerical and administrative duties associated with the HR office

- Provide input and support to the Co-Eds on strategic HR issues

### **Compliance and legal relations**

- Ensures organizational compliance with all applicable employment, human rights, occupational health and safety, accessibility laws and internal policies and procedures
- Remains up-to-date with respect to new/changes to applicable legislation and requirements (Canadian Labour Laws)
- Acts in a mature and professional manner towards all staff members
- Possesses excellent interpersonal and ethical conduct skills.

## **QUALIFICATIONS**

### **Required Experience**

- At least 1-3 years experience in Human Resources
- CHRP designation or in progress is preferred, or additional years of HR experience.

### **Required knowledge**

- University degree in Human Resource Management, Business (including management of staff), Organizational Psychology, or related field
- Sound knowledge of occupational health and safety, job evaluation, compensation, benefits, organizational design, recruitment, retention, training and development, as well as Canadian employment legislation
- Familiar with HR best practices, tools and programs, and emerging trends and issues
- Knowledge of, and sensitivity to, the impact of social, economic, environmental and cultural issues on diverse communities / An understanding of women human rights, feminist movements, advocacy and young feminist activism

### **Required Expertise & Skills**

- Excellent written and oral communication skills.
- Fluency in English
- A proven track record of interpersonal and organizational integrity
- Demonstrated interpersonal skills with an ability to create and maintain positive working relationships and generate and uphold a collaborative teamwork environment
- Strong intercultural competencies
- A commitment to ethical engagement in performing role related duties and relationship building
- Ability to coach and support staff members in achieving organisational and career objectives
- Excellent negotiation and conflict resolution skills, as well as utmost respect for confidentiality
- Demonstrated ability to handle multiple priorities / Ability to plan and set goals and meet competing demands
- Comfort with working in a virtual office - using online office technology and communication platforms
- Comfort in working with a diverse team, dispersed around the globe in various time zones. Ability to work flexible hours
- Willingness and ability to travel internationally, at least twice a year.

**Desirable Skills**

- Experience working in women's funds or an organization with staff based in multiple countries.
- Familiarity with feminist and labor movement principles
- Knowledge of BambooHR
- Fluency or high proficiency in a second FRIDA language (Spanish, French, Arabic, Russian, Mandarin, or Portuguese).
- Experience with global HR management in a virtual setting and remote working environment

**HOW TO APPLY:**

<https://equalityfund.bamboohr.com/jobs/view.php?id=11>

Because we are a small team:

- No phone calls please.
- Only email applications will be accepted.

**FRIDA encourages, promotes and supports diversity in all aspects of its work. Young women and trans\*youth under 35 years old are strongly encouraged to apply.**

To learn more about FRIDA, please visit our website at <http://youngfeministfund.org/>

**The Equality Fund is recruiting on behalf of FRIDA.**