

## **North Carolina Coordinated Campaign HR Manager**

The 2024 North Carolina Democratic Coordinated Campaign is seeking a Human Resources Manager who will execute a broad range of HR responsibilities including onboarding, employee relations, and benefits administration, all with a strong equity and inclusion lens. You will work with the Chief Operations Officer to build a strong, positive organizational culture. You will ensure that the HR practices meet all of the state and federal rules and regulations. This is a key service-oriented position that requires a high degree of initiative and individual judgment. You'll have the opportunity to apply your high energy and enthusiasm for the HR profession and make a difference in the lives of employees, while at the same time helping the organization reach our goals.

This is a temporary full-time position through the 2024 election cycle.

### **Job Description**

- Implement ongoing onboarding process to bring on new employees in a quick and efficient manner.
- Continue to develop and implement anti-racist and inclusive recruitment efforts, hiring processes, and performance management initiatives.
- Provide support to employees on basic employee relations questions and inquiries regarding policies, procedures, and programs.
- Manage and resolve complex employee and labor relations issues by conducting effective, thorough, and objective inquiries in consultation with legal advisors.
- Must maintain confidentiality of sensitive information with tact and discretion.
- Work with other managers to ensure that regular staff check ins and reviews are conducted for employees to help create a positive culture of feedback.
- Provide HR guidance to Senior Leadership.
- Collaborate with colleagues to develop departmental goals, objectives, and systems
- Other tasks as needed to support the department and organization's mission.
- This position's schedule will vary based on the needs of the campaign and point in the cycle and is likely to require evening and weekend work over the course of the election cycle.

### **Required Skills & Qualifications**

- Growth Mindset - Has a successful track record of taking a concept from idea to implementation. Quickly grasps the subtleties of complex issues and identifies patterns in challenges. Ability to take and implement feedback.
- Goal-Oriented: Plans ahead and finds alternative paths, when needed, to get to the finish line. Enjoys working toward and achieving ambitious goals. Keeps calm in stressful situations. Has the capacity and willingness to work long hours during peak season, rolling up their sleeves and getting the work done.

- Cultural Competency - Experience or educational background with identifying decisions, policies, or practices that have disparate impacts based on identity. Has demonstrated ability to build authentic relationships across lines of difference, such as race, ethnicity, sexual orientation, class, ability, gender identity, citizenship status, or other identities.
- Excellent Organizational Skills - Experience demonstrating the ability to prioritize and manage details to efficiently multitask. Has, or can create, a system for keeping tasks from slipping through the cracks. Able to juggle competing demands and prioritize without sacrificing quality. Plans backwards to make deadlines. Asks for help when needed.
- Exceptional Communication Skills - Has exceptional written and verbal competencies and shows an aptitude to handle difficult conversations. Speaks clearly on behalf of the organization and advocates for/with community members. Communicates well with others, including sharing context and asking questions to understand others' perspectives.
- HR Experience - At least 3 years of experience working in people programs
- Working HR Knowledge - Including but not limited to recruiting, benefits, compensation, employee relations, performance management, federal and state employment laws.
- Customer-Service Skills - Able to develop and sustain effective relationships with key people both inside and outside of the organization.

### **Preferred Skills & Qualifications**

- HR Leadership Experience - Experience as an HR leader in charge of retention and engagement.
- At least 5 years of experience with people programs OR in an operations role
- HR Certifications
- Experience with HR systems
- Political experience in a volunteer or work setting

### **Salary and Benefits**

This position is salaried at \$6,500 - \$7,500 per month (commensurate with experience). This position is based in our state HQ office in Raleigh, NC

All full-time employees are offered a comprehensive benefits package, 100% covered by NCDP. This includes medical, dental, vision, disability, and life insurance. Benefits become active on your first day of employment. Employees can add partners and dependents to health benefits but are responsible for covering the additional cost. Full-time employees also receive unlimited paid time off on an as needed basis subject to employer approval, two floating holidays, and paid holidays.

This is not a CWG bargaining unit position.

## **Application and Interview Procedure**

Candidates should submit their resumes at <https://forms.gle/1sJkHtotUMtf8Wrg9>.

**Due to FEC regulations, only U.S. citizens or U.S. green card holders are eligible to apply for this role.**

*The North Carolina Democratic Party is an equal opportunity employer. We will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the basis of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity, or gender expression.*