



Job Announcement – October 2024

Position: Bilingual Manager of HR and Employee Engagement

About Casa Latina

Casa Latina was founded in 1994 with a mission to advance the power of Latino immigrants through educational and economic opportunities. Our programs combine direct services with community organizing, helping Latino immigrants meet their immediate needs while becoming key advocates in the fight for a more equitable future for all immigrants. Our current programs span employment, education, and community organizing.

About the Role

Casa Latina is seeking a full-time **Bilingual Manager of HR and Employee Engagement** to oversee and manage human resources functions, enhance employee engagement, and foster a positive, inclusive work environment. This role will report directly to the Co-Executive Director of People and Organization and collaborate closely with other leadership and departments to ensure Casa Latina's mission is reflected in our workplace culture and practices. Fluency in English and Spanish is required.

Key Responsibilities

- **HR Leadership:** Oversee all HR operations, including recruitment, onboarding, training, performance management, and offboarding processes.
- **Employee Relations:** Serve as a key contact for employee concerns and inquiries, ensuring timely and fair resolution of workplace issues, conflicts, and grievances.
- **Employee Engagement:** Develop and implement programs that promote employee engagement, satisfaction, and retention, including wellness initiatives, staff development, and team-building activities.
- **Compliance and Policy Management:** Ensure compliance with labor laws and internal policies, regularly updating employee handbooks and guidelines as needed.
- **Diversity, Equity, and Inclusion (DEI):** Promote and uphold Casa Latina's commitment to racial, gender, and economic justice. Lead initiatives that foster an inclusive and equitable workplace culture.

- **Training and Development:** Identify opportunities for staff growth and create professional development plans, including bilingual training and leadership programs.
- **Performance Management:** Support managers in conducting performance evaluations, setting clear expectations, and providing constructive feedback.
- **HR Administration:** Manage benefits administration, employee records, and payroll coordination in partnership with the finance team.

Qualifications

- **Bilingual:** Fluency in English and Spanish is required.
- **Experience:** Minimum of 3-5 years of HR management or related experience, preferably in a nonprofit setting.
- **Cultural Competence:** Deep understanding of and commitment to immigrant communities, with a strong commitment to racial, gender, and economic justice.
- **Leadership:** Proven ability to lead and mentor staff, fostering a positive and inclusive work environment.
- **Communication:** Excellent written and verbal communication skills, including the ability to handle sensitive matters with confidentiality and tact.
- **Problem-Solving:** Strong problem-solving and decision-making skills, with the ability to develop creative solutions in challenging situations.
- **Organizational Skills:** Ability to manage multiple projects and priorities while maintaining attention to detail.

Compensation

This position offers a salary range of \$70,000 to \$88,000, commensurate with experience, along with a comprehensive benefits package that includes health and dental coverage, employer retirement contributions, paid vacation, and other paid time off.

To Apply

Please send a cover letter detailing your qualifications for this role, a resume, and three references to: careers@casa-latina.org.

Priority Deadline: November 10, 2024

Casa Latina is an equal opportunity employer. We consider all applicants without regard to race, color, national origin, religion, gender, marital or military status, age, sexual orientation, gender identity, the presence of any sensory, mental, or physical disability, genetic information, political ideology, or any other protected characteristic.