



Confronting
Lung Cancer
Starts Here

DIRECTOR, HUMAN RESOURCES

GO2 for Lung Cancer is a leading nonprofit organization in the lung cancer space that provides support, education and treatment options to patients and caregivers. We are seeking an experienced full-spectrum Director of Human Resources with at least ten years of progressive experience in multiple areas of human resource management. This position reports to and partners with the Chief Financial & Administrative Officer to support all HR functions for a growing nonprofit organization.

While this role will be hands-on and responsible for essential HR functions such as benefits administration, employee relations, performance management, full life cycle recruiting and onboarding, policy implementation, compliance, and DEI strategy, the right candidate can be a change agent and leave their mark on this organization for years to come. The Director of Human Resources should be willing to get their hands dirty but also be a forward-thinking strategic personality interested in partnering with senior leadership to drive results. This person should embrace technology and have an eye toward doing things more effectively and efficiently. This person should place a high degree of importance on DEI and seek to further integrate DEI in all we do at GO2. This is an exciting role with a blank canvas for the right person.

This position may be fully remote.

TO APPLY:

Use this URL to apply through Indeed's website:

<https://www.indeed.com/job/director-human-resources-c579522b3c2f15e5>

*****Please include a COVER LETTER WITH SALARY REQUIREMENTS, along with your resume. In your cover letter please include 3 adjectives you feel best describe you.*****

Salary range: \$105,000 - \$130,000 per year

POSITION SUMMARY

The Director, Human Resources is an experienced full-spectrum strategic and forward-thinking human resources generalist with progressive experience in multiple areas of HR, including but not limited to process and systems development, recruiting, onboarding, training, performance management, compensation benchmarking, benefits administration, employee relations, policy development and implementation, compliance, and DEI strategy.

This is a hands-on role, but also very autonomous with a great deal of opportunity to make impactful contributions and changes and work closely with the leadership team.

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650.598.2857

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1.800.298.2436

The ideal candidate will be both an independent and proactive worker as well as a strategic team player and business partner at all levels of the organization.

ESSENTIAL FUNCTIONS & RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with a disability or disabilities to perform the essential functions.

- Maintain job descriptions, employee handbook and policies.
- Manage benefits open enrollment, administration, and staff support.
- Manage all aspects of the recruitment process and employee lifecycle including but not limited to job descriptions, job postings, job interviews, job offers, background and reference checks, onboarding, training, offboarding, exit documents and interviews.
- Maintain and update thorough electronic documentation and employee files.
- Maintain all employment and compliance-related recordkeeping and documentation.
- Respond to employee requests for assistance and information.
- Maintain knowledge of pertinent federal, state and local employment laws. Ability to research laws in various states as needed in a multi-state remote employment environment. Stay abreast and current with legal changes and current HR trends and best practices through continuing education.
- Work closely with leadership to create a culture of belonging. This will be accomplished by diversifying staff through effective recruitment and retention strategies; ensuring through compensation strategy that all employees are paid fairly for the jobs they perform; and ensuring all employees feel they can bring their whole self to work each day by fostering a high degree of acceptance of and appreciation for all people.

Other duties as assigned. This job description is not designed to cover all activities, duties or responsibilities that are required. Duties, responsibilities, and activities may change at any time with or without notice.

SUPERVISORY RESPONSIBILITIES

This is not a supervisory position but may become one depending on the growth and needs of the organization.

COMPETENCIES

- Progressive experience managing all aspects of human resources.
- Ability to work independently, take directions, receive feedback, and execute accordingly.
- Flexible and not afraid of ambiguity and change.
- Superior organizational skills and attention to detail.

- Excellent judgment, maturity, and the ability to manage and prioritize multiple tasks.
- Excellent problem-solving skills; dependable, detail-oriented, resourceful, and proactive.
- Analytical in project planning, prioritization, employee issues, accomplishing work in a systematic and organized manner.
- Trustworthy, ethical, collaborative and a relationship builder.
- Exceptional written and verbal communication, interpersonal skills, and customer service oriented.
- Ability to research required information, network and seek resources. Ability to ask the right questions.
- Adept and comfortable with technology and data. Innovative.
- Computer Proficiency with Microsoft Word, Excel, Outlook, Teams; databases, performance management systems; knowledge of Paycom a plus. Ability and desire to learn and utilize new programs and systems.
- Proficient in the administration of special leaves (such as FMLA, ADA, Workers' Comp, Parental Leave, STD)
- Active affiliations with human resources networks and organizations.
- Ability to work independently, and closely with the administrative team and with diverse groups and individuals. Comfortable asking questions, sharing ideas and recommendations.
- Skilled at building trust. Collaborates, builds relationships, and effectively communicates with employees at all levels of the organization and with external vendors and service providers.
- Ability to assist managers and all staff through complex, difficult, and emotional issues. Strong empathy and interpersonal skills.
- Strong work ethic and personal values in line with our organizational culture.
- Strong commitment to confidentiality and integrity, equity and inclusion.
- Mission-driven, passionate, and compassionate.

REQUIRED EDUCATION & EXPERIENCE

- Bachelor's degree in Human Resources, Business Administration or related field.
- PHR (Professional in Human Resources) and, or SHRM-CP (Society for Human Resource Management – Certified Professional) certification(s) are highly desirable.
- 10+ years of progressive experience in Human Resources generalist roles required; experience in a non-profit environment is a plus.

WORK ENVIRONMENT & PHYSICAL REQUIREMENTS

This job will be performed in an office environment, GO2 office or remote/home office, primarily sitting at a desk and using a computer and phone. In order to perform the essential functions of the job, the employee must be able to operate a computer and other office equipment. The noise level in the work environment is usually low to moderate. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

TRAVEL REQUIREMENTS

This position will require occasional travel to GO2 office locations, conferences, and events.

EEO STATEMENT

GO2 for Lung Cancer embraces diversity, inclusion and belonging, provides equal employment opportunities and consideration to all employees and applicants for employment, and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, and any other characteristic protected by federal, state or local laws.

GO2 for Lung Cancer provides exceptional benefits, including:

- Market-competitive compensation
- Health plan choices including PPOs & HSAs, fully paid for individuals
- Dental and vision plans, fully paid for individuals
- Fully paid Life Insurance plus AD&D
- Fully paid Short Term and Long Term Disability coverage
- 403b retirement plan with 5% employer discretionary contribution, fully vested immediately
- EAP – Employee Assistance Plan
- Generous Parental Leave Policy
- Generous vacation leave, sick leave, and holidays
- Flexible work schedules
- Fully remote work with laptop and equipment provided, as well as stipend for cell phone and Internet

COVID-19 considerations:

We follow CDC guidelines; wear masks as appropriate, practice social distancing, and maintain sanitization. GO2 for Lung Cancer requires that all employees be fully vaccinated.