



Empower Everyone. Ignore No One.

## **MANAGER, HUMAN RESOURCES**

GO2 Foundation for Lung Cancer is a nonprofit organization that provides support, education and treatment options to patients and caregivers. We are seeking an experienced full-spectrum HR generalist with at least five years of progressive experience in multiple areas of HR, including but not limited to: Benefits administration, employee relations, performance management, full life cycle recruiting and onboarding, policy implementation, compliance, DEI activity and more.

Please see below for a more detailed list of responsibilities and required competencies.

This position reports to and partners with the Director, Human Resources to support all HR functions for a growing nonprofit organization.

ALL CAPABLE & EXPERIENCED CANDIDATES ARE ENCOURAGED TO APPLY. NO ONE WILL MEET EVERY QUALIFICATION, BUT IF YOU ARE MOTIVATED AND EAGER TO LEARN, PLEASE APPLY!

This position may be fully remote.

### **TO APPLY:**

Use this URL to apply through Indeed's website:

[https://www.indeed.com/viewjob?t=manager+human+resources&jk=d2053846f026bc75&\\_ga=2.159073146.1707524504.1642014578-1939364752.1641404782](https://www.indeed.com/viewjob?t=manager+human+resources&jk=d2053846f026bc75&_ga=2.159073146.1707524504.1642014578-1939364752.1641404782)

**\*\*\*Please include a COVER LETTER WITH SALARY REQUIREMENTS, along with your resume. \*\*\***

If you require alternative methods of application or screening, or need accommodations in the candidate process, please email HR Director at [jobs@go2foundation.org](mailto:jobs@go2foundation.org).

## ESSENTIAL FUNCTIONS AND 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.*

- ◆ Assist with creating and maintaining updates to job descriptions, employee handbook and policies.
- ◆ Learn and co-administrate our Trakstar performance management system, assisting managers and staff as needed, running reports and monitoring progress.
- ◆ Co-manage benefits open enrollment process, administration and staff support.
- ◆ Participate in and support all aspects of the recruitment process and employee full life cycle events, including but not limited to job descriptions and postings, recruiting, interviewing, hiring, background and reference checks, onboarding, training; offboarding exit documents and interviews.
- ◆ Maintain thorough electronic documentation and employee files; update timely and produce reports as needed.
- ◆ Assist with maintaining all employment and compliance-related recordkeeping, documentation, 5500, annual requirements, etc.
- ◆ Manage the day-to-day administrative HR functions; Exhibit responsiveness to employee requests for assistance and information.
- ◆ Maintain HR/employment law knowledge of pertinent federal, state and local employment laws; able 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.
- ◆ 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.

## COMPETENCIES

- ◆ Successful experience and proven success managing human resources functions.
- ◆ Able to work independently, take direction, receive feedback and execute accordingly.
- ◆ Superior organizational skills and attention to detail; exhibit excellent judgment and maturity.
- ◆ Exhibit problem solving skills; dependable, resourceful and proactive.

- ◆ Able to manage multiple responsibilities gracefully and maintain focus while reprioritizing as necessary in a constantly changing environment.
- ◆ Exhibit analytical thinking in project planning, prioritization, employee issues, accomplishing work in a systematic and organized manner.
- ◆ Establish trust, collaborate and build relationships with a diverse staff in a diplomatic, positive manner, as well as with vendors and service providers.
- ◆ Exceptional written and verbal communication, interpersonal skills and customer service.
- ◆ Able to research needed information, network and seek resources, create and edit a broad range of documents.
- ◆ Computer Proficiency with Microsoft Word, Excel, Outlook, Teams; databases, performance management systems, organization charts. Knowledge of ADP a plus; experience with ATS and HRIS systems a plus. Able to easily learn and use new programs and systems easily.
- ◆ Proficient in the administration of special leaves (such as FMLA, ADA, Workers' Comp, Parental Leave, STD).
- ◆ Maintain active affiliations with human resources networks and organizations (and maintain continuing education and your certifications if applicable).
- ◆ Work effectively independently, as well as closely with HR Director, operations/administrative team and with diverse groups and individuals. Comfortable asking questions, sharing ideas and recommendations.
- ◆ Exhibit ability to assist managers and all staff through complex, difficult and emotional issues. Demonstrate the capacity to manage changing priorities and ambiguity while remaining calm and composed. Strong empathy and interpersonal skills.
- ◆ Possesses a strong work ethic and personal values in line with our organizational culture.
- ◆ Strong ethical commitment to confidentiality and integrity, equity and inclusion.

## **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.
- ◆ 5+ 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 may require occasional travel to GO2 office locations, conferences, events, etc. when travel is deemed safe.

## **EEO STATEMENT**

GO2 Foundation for Lung Cancer embraces diversity 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, or any other characteristic protected by federal, state or local laws.

## **GO2 Foundation 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 and sick leave
- ◆ Over 20 paid holiday days per year!
- ◆ Flexible work schedules
- ◆ Fully remote work with laptop and equipment provided, as well as monthly stipend for cell phone and Internet