

**July 26, 2021**

**Job Announcement –  
Director of Human Resources**

Mobilization for Justice (MFJ), a non-profit legal services organization that provides a wide range of free civil legal services to low-income New Yorkers, is seeking a Director of Human Resources to provide strategic and operational leadership to build, expand, strengthen, and improve human resources systems, including: the resolution of personnel matters; recruitment, hiring, onboarding, evaluation, and retention; staff training and development, with a deep commitment to diversity, equity, and inclusion; development and updating of organizational policies and procedures; and the delivery of employee benefits. Reporting to the Executive Director, the Director of Human Resources will be tasked with building a human resources department and policies and providing overall direction and guidance to the Executive Director and be an active member of the Leadership Team. This is an exciting opportunity for an experienced human resources leader to develop strategy and implement best practices designed to enhance the overall employee experience at Mobilization for Justice.

MFJ's mission is to achieve social justice, prioritizing the needs of people who are low-income, disenfranchised, or have disabilities. We do this by providing the highest quality direct civil legal assistance, conducting community education, and building partnerships, engaging in policy advocacy, and bringing impact litigation. MFJ is a 130+ person staff comprised of attorneys, paralegals, social workers, administrative and support staff. It is a diverse, unionized, and collegial workplace where staff share the organization's mission to achieve social justice. Staff at Mobilization for Justice are members of the Legal Services Staff Association Local 2320 Union.

**Responsibilities include, but are not limited to:**

- Handles all personnel matters, including, but not limited to, employee concerns, disputes, grievances, mediations, disciplinary matters, and investigations
- Oversees administration of employee benefits
- Works collaboratively with all internal stakeholders to facilitate continuous staff trainings and professional development opportunities
- Oversees performance evaluation and management improvement processes
- Provides recommended actions to promote a positive workplace consistent with MFJ values; develop and maintain communication with all levels of staff
- Oversees employee leaves, reasonable accommodation requests, and paid time off (PTO)
- Oversees recruitment, hiring, onboarding, development, retention, and evaluation goals and initiatives, working closely with HR Associate and internal committees
- Design a comprehensive on-boarding process that fully introduces and integrates new staff members into Mobilization for Justice
- Develops, updates, and maintains organizational and personnel policies and procedures, including employee handbook and supervisory standards manual
- Monitors and ensures the organization's compliance with federal, state, and local employment laws and regulations, and recommended best practices, in conjunction with Director of Compliance

- Supervises Human Resources Associate (to be hired)
- Supervises Director of Compliance as it relates to HR compliance issues

**Requirements:**

- Commitment to Mobilization for Justice’s mission
- Bachelor’s degree in human resources or related field; master’s degree or J.D. preferred
- Five years + of experience working in human resources; in leadership roles required
- Experience with employee/supervisor professional development preferred
- Experience working with professional unionized staff and collective bargaining preferred
- Excellent organizational skills and ability to manage various responsibilities
- Excellent communication and interpersonal skills
- Demonstrated commitment to promoting a diverse and equitable workplace
- Ability to work collaboratively yet independently
- Proficiency in Microsoft Office and HRIS software

Applicants should submit a cover letter, resume, and writing sample addressed to Tiffany Liston, Executive Director, and transmit by e-mail to [tliston@mfjlegal.org](mailto:tliston@mfjlegal.org) with “**Director of Human Resources**” in the subject line. We encourage all applicants to include in their cover letter a statement about how your background or experience might contribute to the diversity and perspective of our office. Please indicate where you saw this ad. Applications must be received by **August 23, 2021**. Early applications encouraged. No telephone calls please.

Due to the volume of resumes received for recent postings, we will respond only to applicants selected for interviews.

**MOBILIZATION FOR JUSTICE IS AN EQUAL OPPORTUNITY EMPLOYER**

BIPOC, women, people with disabilities, gay, lesbian, bisexual and transgender people are welcome and encouraged to apply.

For further information about MFJ, please go to [www.mobilizationforjustice.org](http://www.mobilizationforjustice.org).