

(/companies/33522-justice-in-motion-inc/jobs)

Jobs at Justice in Motion, Inc. (/companies/33522-justice-in-motion-inc/jobs)

Human Resources Manager

New York, NY

Category: HR and Operations

Type: Full-time

Min. Experience: Manager

Salary: \$75,000 - \$85,000

Job Title: Human Resource Manager

Company: Justice in Motion

Location: Remote (USA). Must have eligibility to work in the United States without sponsorship.

About Justice in Motion:

In the face of overwhelming legal and practical barriers, many migrants who have suffered exploitation or abuse at the hands of employers or government officials give up their rights after leaving the United States. Other migrants who flee abuse, violence, and persecution are unable to remain in safety due to lack of evidence to support their claims.

Justice in Motion is dedicated to ensuring that justice crosses borders through legal, educational, and policy initiatives in the U.S., Canada, Mexico, and Central America. Essential to this transnational model is our Defender Network, a unique partnership of on-the-ground human rights organizations in Mexico and Central America. Justice in Motion makes sure that wherever migrants go, their rights will follow.

Position Overview:

Justice in Motion seeks a skilled HR Manager to join our team. This position will be critical as we continue our journey to center racial equity in our processes and practices. This role will primarily focus on managing and overseeing our HR systems, ensuring compliance with labor laws and organizational policies, and providing generalist HR support. Additionally, the HR Manager will serve as the key point of contact for labor relations, representing management during union negotiations

and overseeing all labor-related matters within the organization. The successful candidate will also be responsible for overseeing other HR personnel to ensure effective performance and coordination of HR activities. The HR Manager will report to the Finance and Administration Director.

Key Responsibilities:

- **HR Systems Management:** Maintain, optimize, and manage HR systems and processes to ensure efficiency and accuracy in HR operations.
- **Compliance:** Stay updated on labor laws and regulations to ensure organizational compliance. Implement necessary changes to policies and procedures as required.
- **Labor Relations:** Serve as the primary point of contact for all labor relations matters within the organization, including:
 - Represent management during union negotiations
 - Handle grievances
 - Represent management at monthly UMC meetings, ensuring alignment with organizational objectives while fostering positive relationships with union representatives.
 - Develop strategies to address labor-related issues and promote effective communication between management and union.
- **Culture / JEDI Support:** Support the organization's continued JEDI (*Justice, Equity, Diversity, & Inclusion*) efforts and help roll out any policy or process changes that work towards the organization's JEDI efforts.
- **Staff Oversight:** Provide supervision, discipline, and guidance within the HR department and to HR & Operations Associate, ensuring adherence to organizational policies and standards, as well as fostering their professional development and growth.
- **Employee Relations:** Handle employee relations matters, including conflict resolution, disciplinary actions, and performance management.
- **Recruitment and Onboarding:** Coordinate recruitment efforts, conduct interviews, and manage the onboarding process for new hires. Assist in workforce planning and creating job descriptions.
- **Training and Development:** Collaborate with department heads to identify training needs and develop programs to enhance employee skills and knowledge.
- **Benefits Administration:** Manage employee benefits programs, including health insurance, retirement plans.
- **Offboarding:** Lead in ensuring out-going staff are properly offboarded and relevant documentation is compiled and cataloged.
- **Payroll:** Ensure payroll is run bi-weekly and all contributions and deductions are appropriately accounted for.
- **Leave of Absence Coordination:** Monitor and track all sabbatical, parental, or other leave of absence requests. Ensure all requests are handled in a timely manner and comply with both organizational policies as well as state-level requirements.

Qualifications:

- 5+ years of progressive experience in HR roles in a generalist capacity required with preferred experience in nonprofits or small businesses.
- Proven track record of helping build equitable human resources systems and practices that center our staff and the social justice movement.
- 2+ years in a managerial or supervisory capacity with direct report(s).
- 1+ year of proven experience in labor relations, including direct involvement with union negotiations and collective bargaining agreements.

- Thorough understanding of labor laws, regulations, and best practices.
- Strong interpersonal and communication skills, with the ability to effectively interact with employees at all levels of the organization.
- HR certification (e.g., SHRM-CP, PHR) preferred.

Salary & Benefits:

This is an exempt position and the salary range for this position is \$75,000 - \$85,000, depending on experience.

We provide a very competitive benefits package, including: 100% employer-paid healthcare for individual employees plus partial family coverage; 2% 401k annual contribution, work-from-home and home office setup stipends; our office is closed 12/24-1/1 plus 5 other paid holidays and 2 floating holidays per year. Additional PTO includes 12 days paid vacation in the first year, 12 sick days, and 5 personal days. A fully paid sabbatical is offered after 7 years of service.

Application Instructions:

Please email a resume and a customized cover letter to our **[Hiring Portal Linked Here.](#)**

Justice in Motion values diversity in our workforce and encourages candidates of all backgrounds to apply. Work will begin as soon as possible. Candidates will be considered on a rolling basis.

Justice in Motion is an equal opportunity employer and does not discriminate based on race, ethnicity, national origin, religion, gender, gender identity, sexual orientation, disability, age, marital status, or any other applicable status protected by state or local law.

Apply for this job

First name *

Last name *

Email address *

Location

Phone number *

Resume *

Attach resume

Attach another file

Attach file

Attach your Cover Letter - or: *

Attach Cover Letter

Cut and Paste your Cover Letter below: *

Are you authorized to work in the United States? *

Will you now or in the future require sponsorship for employment visa status (e.g. H-1B status)? *

Do you have any professional qualifications (PMP, MCSE)?

Submit Application