



NATIONAL ASIAN PACIFIC CENTER ON AGING

Human Resources Manager

National Asian Pacific Center on Aging (NAPCA) is a national nonprofit organization whose mission is to preserve and promote the dignity, well-being, and quality of life of Asian Americans and Pacific Islanders (AAPIs) as they age. Our administrative office is located in downtown Seattle.

We're seeking a Human Resources Manager with strong talent management experience to join our team. In this leadership role, the Human Resources Manager reports directly to the CEO and is responsible to support strategic and operational initiatives, administer the internal HR function, and manage the national Senior Environmental Employment (SEE) and Agriculture Conservation Experiences Services (ACES) employment programs. This is a unique opportunity for an experienced, "hands-on" HR professional to be actively engaged in NAPCA's employment-related programs while also leading a multi-state, internal HR operation. The Human Resources Manager works independently and collaboratively as the sole person dedicated to the HR function.

Primary responsibilities:

HR administration, recruitment and employment, talent management, benefits administration, performance management, employee relations, policy development and administration, and SEE and ACES program management.

Qualifications:

- Bachelor's degree and 5 years of HR management experience. Knowledgeable in local, state and federal employment laws and regulations. (NAPCA is a multi-state organization.)
- Strong talent management experience a must
- Outstanding interpersonal and written communication skills. Adherence to confidentiality and handling sensitive information with discretion.
- Ability to use relevant information and individual judgment to determine whether issues or processes comply with laws, regulations and standards.
- Exceptional organization and time management skills. Consistent and dependable in following through on tasks to successful completion.
- Demonstrated agility to shift direction in response to changing work situations.
- Attention to detail and accuracy.
- Intermediate level proficiency with MS Office, especially Word, Excel, Access and Outlook.
- Commitment to diversity and sensitive to the needs of older populations and people of color.

Salary and benefits:

\$73,636 – 79,644/annually. NAPCA offers a competitive benefits package which includes generous time off, paid holidays, health, dental, life, and disability insurance plans, 401K, tuition reimbursement, and ORCA pass subsidy.

To Apply: Please submit a cover letter, resume, and references by December 7, 2016 to hr@napca.org. NOTE: Only materials delivered by e-mail will be accepted. No telephone calls or personal office visits, please.

NAPCA is an equal opportunity employer.