



Worker Justice Center *of New York*

Mission: The Worker Justice Center of New York pursues justice for those denied human rights, with a focus on agricultural and other low-wage workers, through legal representation, community empowerment and advocacy for institutional change.

Opportunity: The Director of Labor Relations will be responsible for maintaining a strong relationship of trust and collaboration among WJCNY's bargaining unit and management staff and will manage day to day human resources operations for our growing organization. This is new position. We are seeking an experienced professional with strong leadership and organizational skills to help us build a solid labor relations foundation for years to come. The successful candidate will ideally have experience with labor relations in a union environment.

Job Title: Director of Labor Relations

Supervisor: Co-Executive Directors

Location: Rochester, New York. Remote work arrangements are available to accommodate health and safety needs while Covid-19 remains a serious threat. Occasional travel among our offices will be required as needed.

Compensation: Salary range is \$65,000-80,000 per year, based upon relevant skills and experience. WJCNY offers a generous comprehensive benefit package, including employer-paid family health and dental insurance, generous paid sick and vacation time, 14 paid holidays, 12 weeks of fully paid family leave, group life insurance and a 401(k)-retirement plan.

Job Requirements:

- Maintains collegial labor-management relations.
- Coordinates and participates in collective bargaining negotiations and ensures compliance with collective bargaining agreements.
- Investigates problems such as working conditions, disciplinary actions, and employee and applicant appeals and grievances. Provides guidance and recommendations for risk avoidance and problem resolution.
- Develops and directs programs in support of the organization's commitment to recruit and hire diverse individuals.
- Maintains and updates the organization's human resources policy manual.
- Maintains the scheduling for employee performance evaluations and reviews and

supports management team in execution of constructive evaluations.

- Develops and maintains an orientation program for new employees.
- Develops and administers employee benefit programs and reviews these programs on a regular basis to ensure maximum benefits for the organization's employees within a reasonable cost.
- Processes routine employee requests to access benefits.
- Establishes and maintains communications with employees at all levels to disseminate appropriate information regarding office operations and labor relations matters.
- Establishes and maintains training programs in all areas of office operations including workplace safety concerns.
- Monitors and reports relevant legal, legislative and human relations issues and laws to management on a timely basis.

Job Qualifications:

- At least 5 years of experience in organizational administration, including at least 2 years of experience in labor relations or human resources fields.
- Empathetic interpersonal and conflict resolution skills.
- Knowledge of HR-related federal, state and local laws and regulations, including those operative in a union workplace.
- Strong organizational and analytical skills.
- Excellent verbal, written communication skills.
- A commitment to workers' rights, immigrant rights, or other relevant social justice initiatives.
- An ability to demonstrate sensitivity to the cultural and ethnic diversity of the organization's staff and service population.

Physical Requirements:

- Prolonged period sitting at a desk and working at a computer.
- Must be able to lift up to 15 pounds at times.

To apply, please submit a cover letter and resume to jobs@wjcny.org with the subject line "Director of Labor Relations."

Worker Justice Center of New York is an equal opportunity employer. We welcome a diverse applicant pool, and encourage applications from racial and ethnic minorities, LGBTQIA+ candidates, members of any and all faiths or belief systems, those with lived experience of immigration and/or seeking refugee status, as well as others who feel they would bring diversity to our team.