

SENIOR HUMAN RESOURCES AND ADMINISTRATION OFFICER (Bilingual Spanish-English)

About Women's Link

Women's Link Worldwide uses the power of the law to promote social change that advances the human rights of women and girls, especially those facing multiple inequalities. Our work is guided by themes with the potential to link different aspects of women's rights to comprehensively combat the many issues facing women and girls today. These include gender discrimination and its intersection with other forms of discrimination such as race, ethnicity, migration status, and age, with a strong focus on sexual and reproductive rights.

Women's Link is a feminist organization operating transnationally and primarily via remote working. In 2022, we will have 30 employees working in 8 countries.

Position Overview

The Senior Human Resources and Administration Officer is responsible for managing the systems, policies and practices that enable an effective and inclusive experience for employees of Women's Link. In addition to managing the human resources function of the organization, the role includes management of the organization's "virtual first" operations, including technology and platforms/facilities for virtual and in-person team meetings and events. The role is truly transnational, with a focus on creating and managing systems for employees in many countries, ensuring that systems and our employees themselves are connected at all levels. The position reports to the Chief Financial and Operating Officer and supervises two administrative associates and a variety of third-party providers.

Ideal Candidate

We are looking to hire a person who has the philosophical and operational skills to manage in a transnational context where the principles of feminism, racial equity, and inclusion are reflected in both the internally and externally facing nature of our work. The ideal candidate has experience in the full range of core human resources functions including recruiting, contracting and compliance, onboarding, salary and benefits management, performance management, and learning and development. The candidate must be exceptionally organized in a complex work environment, have a high degree of emotional intelligence, and have successfully worked in a multicultural, multinational, multilingual work environment. The position is remote, and candidates will be considered from all countries. The preferred candidate will be in and/or have human resources management experience in Colombia.

Responsibilities

HUMAN RESOURCES

- Ensure all human resource systems, processes, and policies embody Women's Link's goal to be a diverse, inclusive, and equitable organization.
- Manage the range of employee lifecycle matters, including but not limited to recruitment, new hire setup and orientation, onboarding, leaves of absence, status changes, and separations.
- Provide people who lead and manage teams and individuals with support, coaching, and materials, around human resource related issues and needs.
- Support compliance with employee-related policies and procedures and state-and federal-specific labor laws.

- Maintain employee data and records.
- Coordinate employee learning and development at the organizational and team levels, including staff and supervisor trainings and other professional development support.
- Act as a liaison between the organization and external providers and vendors, which may include payroll outsourcing, insurance brokers, trainers, or others.
- Engage in learning and training related to racial equity and inclusion in order to apply knowledge and practices in human resources and operations.
- Other duties as needed and appropriate.

ADMINISTRATION, TECHNOLOGY, AND FACILITIES

- Ensure all administrative and technology systems, processes, and policies embody Women's Link's goal to be a diverse, inclusive, and equitable organization.
- Manage technology and communications infrastructure, hardware, and software matters via partnership with outsourced technology support vendor.
- Assist and coordinate all technology management, including asset management, process improvement, upgrades, and technology trainings.
- Educate staff about updates and trends in technology.
- Manage employee needs for telework office and equipment setup.
- Working in collaboration with colleagues, planning and organizing events, retreats, special meetings, compliance trainings, and other employee engagement activities.
- Working in collaboration with colleagues, preparing and maintaining annual compliance documents and reports and assist with tracking and managing a range of legal and compliance activities.
- Manage day-to-day safety and security matters for employees and coordinate immediate incident management, including working with outside safety agencies as needed.
- Assist with other projects as needed.

TEAM LEADERSHIP AND MANAGEMENT

- Manage the work, learning, and development of two administrative associates.
- With the Chief Financial and Operating Officer, administrative team members, and other key staff and partners, develop and monitor annual plans for the human resources and administrative functions of the organization.
- Lead and/or manage cross-functional working groups to support human resources and administrative priorities.

Qualifications and Experience

- Demonstrable knowledge and interest in introducing and implementing human resources systems that advance feminist, anti-racist, and anti-colonial principles.
- 6-8 years of human resources management experience.
- 2-3 years of people management experience, including of third-party service providers.
- High level of proficiency as either a user or manager of virtual work technology platforms.
- Skilled at listening, learning, and creatively finding resolutions while maintaining the highest level of personal and professional integrity and maintaining confidential information.
- Ability to establish productive working relationships with diverse stakeholders.
- Attentive to accuracy, detail, and quality.
- A resourceful, self-motivated, and entrepreneurial individual, able to navigate effectively in a fast-moving and complex work environment.
- Excellent proficiency in Spanish and English.
- Able to work with humility and demonstrate openness to feedback and opportunities for improvement.
- Integrity, credibility, and dedication to the Women's Link mission.

Ideal candidates may also demonstrate the following preferred qualifications:

- A specialized human resources certification.
- Experience in the nonprofit sector and/or in a mission-driven organization. Experience in a transnational organization.
- Experience as an administrative or human resources role in a primarily telework environment.

Location, Compensation, Benefits, and Working Conditions

The position is primarily remote, and candidates will be considered from all countries. The preferred candidate will be in and/or have human resources experience in Colombia. Because of the cross-functional and transnational nature of the role, the candidate must have willingness to work a flexible schedule, particularly with availability for communications and meetings in the early morning if based in the Western Hemisphere. Pending Covid restrictions, there will be some travel required, no more than 10% of time per year.

Women's Link offers generous salary and benefits which are contingent upon country of hire and experience. Gross salary range is USD\$35,000-\$50,000 per year.

Equal Opportunity Employment Statement

Women's Link Worldwide does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, or any status protected under applicable law in any of its activities or operations. We are committed to providing an inclusive and welcoming environment for our staff, volunteers, subcontractors, and vendors.

We strongly encourage applications from all kinds of backgrounds to be part of a team that includes racial, ethnic, and many other forms of diversity.

How to apply?

Applications will be accepted until the position is filled. Applications must include a cover letter and resume. If your candidacy advances to the final round, you will be asked to provide a list of three references, including one direct supervisor. Application materials may be sent to recruitment@womenslinkworldwide.org, with the subject line APPLICATION: Senior HR and Administration Officer.