

Human Resources Director

EveryMind is seeking an exceptional Director of Human Resources to serve on its management team with direct responsibility for the strategic planning, implementation, and evaluation of the human resources function. You will have responsibility for all Human Resources activities for approximately 90 employees across 20 locations. We are looking for a proven leader with a hands on style to help our rapidly growing, family friendly organization.

Reporting to the Chief Operating Officer, this position manages all aspects of the HR functions and develops and implements the overall human resources strategy to support the organization's business goals. Qualified candidates will possess proven expertise in a variety of Human Resources areas including performance management, recruitment & retention, compensation & benefit administration, employee relations, policy development, regulatory compliance, and risk management. This position works collaboratively with the management team and staff to ensure the success of Human Resources and other initiatives.

EveryMind is a growing private nonprofit and has served the community for 60 years by strengthening communities and empowering individuals to reach optimal mental wellness.

Position Requirements include:

Skills: Proven ability to balance strategic thinking and day-to-day operations. Strong background in principles and practices of Human Resources administration. Excellent interpersonal and communication skills (oral & written.) Ability to prioritize and manage multiple tasks while working collaboratively as a team player. Solid PC/database and analytical skills.

Education: Bachelor's degree in Human Resources or a related field of study. PHR/SPHR certification preferred.

Experience: Five years of professional-level Human Resources generalist experience.

Qualified applicants should submit their resume and cover letter, including salary requirements to hr@everymind.org EOE