

Board Trustee - HR

Location: Remote but occasional in person should candidate reside in DC area

Reports to: Board Chair/CEO

Summary/Objective

We are looking for a Board Trustee experienced in **Human Resources, recruitment and procedures** to ensure that all human resources (HR) operations are carried on smoothly and effectively. They will bring your experience, suggestion and be an integral part of the Board of Trustees.

This position is responsible for:

- Developing corporate plans for a variety of HR matters such as Recruitment of staff and/or Volunteers, compensation, benefits, health and safety etc.
- planning, organizing and directing the volunteer programs and supervise the entire volunteer force.
- Acting to support the human factor in the company by devising strategies for performance evaluation, staffing, training and development etc.
- Overseeing all HR initiatives, systems and tactics and ensuring compliance with applicable laws

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Organizes, coordinates and manages the recruitment of volunteers for the board, various committees, departments and association programs.
- Works with social, civic and local organizations to develop partnerships, where appropriate, to develop and/or utilize volunteers.
- Develops and implements training programs for all volunteers.
- Maintains updated records on all volunteers.
- Sets up and attends volunteer meetings. Reports on volunteer activities as needed.
- Recommends and develops ongoing volunteer utilization.

- Develops and implements a volunteer recognition program.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice from the Board of trustees.

Competencies

- Human Resources and strategy
- Labor laws
- Communication Proficiency.
- Collaboration Skills.
- Leadership/Organization Development (Executive Level)
- Organizational Skills.
- Presentation Skills.
- Teamwork Orientation.
- Technical Capacity.
- Time Management.
- Training

Work Environment

This job operates in a professional office environment, remotely.

Time Commitment

This is a remote and/or on site, unpaid internship position and requires up to 20 hrs a week. Although in-person meetings may occur if necessary. Work hours are flexible and also perfect for building professional experience.

Required Education and Experience

- Bachelor's degree in social sciences, communication, HR or related field.
- Three years or more of successful work experience in HR or a related field.

Preferred Education and Experience

- Prior experience as volunteer coordinator or manager or supervisor for public or nonprofit employer.
- Prior experience creating and implementing programs and training.
- SPHR a plus

Additional Eligibility Qualifications / Work Authorization

Ability to work for any employer in the US and willing to undergo a background check.

ADUD is an EEO