



Human Resources Manager

as of November 2023

Legacy International seeks a people and detailed-oriented person to join our team as Human Resources Manager. This individual will lead the HR efforts across the organization on a day-to-day basis, collaborate across projects and departments, and report to senior leadership. This position has the potential for growth and advancement.

OUR COMPANY. OUR MISSION

[Legacy International](#) *equips emerging leaders to transform their values and vision into sustainable success.* Our programs and services help people of all ages form collaborative teams around shared values, develop entrepreneurial mindsets and business models, promote social responsibility that leads to peaceful, sustainable communities. Since 1979, projects and initiatives have involved professionals, community leaders, and youths from more than 120 countries. Legacy is funded by multiple federal and private grants, fee-for-service income, gifts and donations. Significant support comes from the U.S. Department of State. We are headquartered in Bedford, Virginia with additional employees working in the Washington, DC metro area as well remotely in other U.S. states.

JOB SUMMARY

The Human Resource Manager spearheads all HR functions which include 1) outreach, vetting and hiring staff, 2) administering pay, benefits, and leave, 3) onboarding new employees, and 4) ensuring Legacy's policies, standards and practices are up to date, including staff education about these policies.

Legacy has approximately 18 full-time staff, a small number of part-time staff or independent contractors who work with Legacy on an on-going, year-round basis. Additionally, Legacy annually hires approximately 25 temporary staff to work over 3 to 6-week periods when exchange participants are engaged in project activities and travel in the U.S. Interns are also regularly hired throughout most of the year for 3 to 4 months. Legacy's headquarters is in Bedford, Virginia. We also have a co-working space in Washington, DC and remote employees working from their homes across the United States.

RESPONSIBILITIES

- Partners with Legacy's leadership team to understand and execute the organization's personnel needs which includes recruiting and retaining talented individuals representing diverse backgrounds.
- Participates in regular Management Team meetings.
- Manages the talent acquisition process in collaboration with department heads or Project Directors.
 - Develop job descriptions (and classifications), designing and implementing an outreach plan, reviewing interview templates tailored to each position, and tracking applicants. During an application period, address applicants' questions in a timely manner.
 - Train vetting teams in interviewing techniques, legal considerations and advise during the final selection phase as needed.

- Provides support and guidance to management, Project Directors and other staff when complex, specialized, and sensitive questions and issues arise. This may include administering and executing routine tasks in delicate circumstances such as providing reasonable accommodations, investigating allegations of wrongdoing, and terminations.
- Coordinates onboarding new staff in collaboration with the new hire's supervisor, developing a task list and training plan for each staff member to enhance their skills in their work field.
- Maintains Personnel Policies and the Employee Handbook
 - Monitor and maintain compliance with federal, state, and local employment laws and regulations, across multiple state jurisdictions. Recommend policy changes and best practices to Legacy senior leadership. Retain and consult with legal counsel as needed.
 - Educate and implement (and reinforce) employment policies.
- Maintains the compensation schedule for all positions. Review and update as necessary based on the market and applicable salary and benefit surveys. Work with the CFO and Grants Manager in developing the annual salary & benefits budget.
- Process Legacy's payroll (twice a month), benefits, and leave, including state payroll tax considerations (especially for people who work remotely outside of Virginia.) This includes the maintenance of timesheets and maintaining accrued paid leave time balances.
- Administers Legacy's Health Reimbursement Arrangement (HRA) plan. This includes orienting new staff to this benefit and working with the Financial Department to ensure plan policies and federal guidelines are followed.
- Maintains of all personnel files, adhering to legal requirements and audit standards. This includes E-Verify.
- As needed and requested by Financial Department, work with independent auditors in relation to payroll and HR matters.
- Staff Performance Reviews:
 - Prompts supervisors to provide constructive and timely performance reviews on an annual basis, including documentation and recommendations for advancement.
 - Monitors or oversees employee disciplinary meetings, terminations, and investigations. Handle discipline and termination of employees in accordance with company policy.
- Keeps abreast of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.
- Serves as the primary investigator of any harassment or discrimination and whistleblower complaints and arbitrating among employees with conflicts. Works with senior leadership to create safe working environments free from discrimination and harassment. Acts as primary point of contact for any Title IX infringements.
- Works with legal counsel and COO on any potential employment actions and policy updates.
- Performs other duties as assigned.

Additional responsibilities may also include:

- Train managers on management techniques, staff development and disciplinary techniques
- Creates learning and development programs and initiatives that provide internal development opportunities for employees.
- Advising on succession plans and revising of benefit packages

QUALIFICATIONS

- Bachelor's degree in Human Resources, Business Administration, or related field. (Equivalent on-the-job work experience will also be considered.)
- A minimum of two years of human resource experience preferred as well as at least one year of management experience, preferable in an organization of a similar size as Legacy.
- Experience in a nonprofit setting preferred.
- Excellent verbal and written communication skills.
- Excellent interpersonal, negotiation, and conflict resolution skills.
- Excellent organizational skills, with a high level of attention to detail and accuracy.
- Strong analytical and problem-solving skills.
- Proficiency with or the ability to quickly learn the organization's talent management systems. This includes experience developing talent acquisition outreach strategies, while collaborating with departments and teams.
- Experience developing job descriptions, and interviewing and hiring staff.
- Experience managing payroll. (Familiarity with ADP Workforce Now and/or QuickBooks Online preferred.) Proven experience processing payroll and thorough knowledge of payroll laws and regulations across multiple governmental districts. (This also includes allocating employee work hours to a number of cost centers.)
- Knowledge of employee benefit and retirement plans. Experience in establishing and maintaining comprehensive employee benefit programs preferred.
- Ability to prioritize tasks among competing demands.
- Ability to act with integrity, professionalism, and confidentiality. Commitment to diversity, equity, justice and inclusion in all hiring and employment practices.
- Thorough knowledge of employment-related laws and regulations.
- Proficient with Microsoft Office Suite (especially Excel) or related software, including cloud-based team/collaboration and communication tools (Google Drive, Drop Box, Zoom, Skype, WhatsApp, etc.).

WORK LOAD, START DATE, WORK LOCATION

- *Start Date & Workload:* This full-time position begins mid-January or early February, 2024. (Start date to be confirmed at time of an offer.)
- *Work Location:* This is a *remote position with a hybrid option* for those who live near Legacy's [Bedford, VA](#) office or in the Washington D.C. metro area. (*Preference for candidates who are located in Eastern U.S. time zone.*)
- *Periodic regional travel (U.S. East Coast) for short periods may be required.*

CULTURE

Legacy International has a successful 40+ year track record delivering high quality training programs for thousands of people around the world, with ongoing coaching and mentoring from our dynamic team. Our culture is built on the universal values which all our programs are modeled after, including collaboration, respect, inclusion, innovation, and flexibility. This approach supports our team in developing and delivering high caliber programs that impact communities around the world while fostering an organizational culture we all thrive in. We have a relaxed dress code, flexible scheduling, and a focus on supporting our team's professional goals and work-life balance while advancing our shared values.

Legacy's staff is a group of highly dedicated individuals of varied backgrounds and immersive

experiences throughout the world. Our combined experiences in cross-cultural training, conflict resolution, community development, entrepreneurship and professional training, and exchange programs give us the ability to meet the needs of those experiencing great changes.

SALARY & BENEFITS

- ❖ *Salary*: starting at \$54,000 (gross/pre-tax). (Negotiable within \$50K range.)
- ❖ *Benefits* (Details provided upon request or at time of offer):
 - Legacy's Health Reimbursement Arrangement (HRA) benefits begin 3 months after one's employment begins. This HRA provides tax-free monetary reimbursements for qualified medical expenses, up to \$3500 per year, subject to the employee meeting all criteria for reimbursement.
 - Flexible Paid Leave Policy. For a full time (100%) employee, this comes to 224 hours (28 eight-hour days) per year, which includes vacation, some holidays and sick days.
 - Extended Leave for Family or Medical Purposes - Full-time employees become eligible for up to twelve (12) weeks of this special leave after twelve (12) months of employment; subject to specific limitations and eligibility. Four of these 12 weeks are in the form of *additional* paid leave to be used in combination with one's regular paid leave benefits and/or unpaid leave.
 - Annual professional development support and stipend.
 - Flexible work schedules with hybrid work environment option.

ESSENTIAL FUNCTIONS (Physical & MESH)

1. Ability to effectively communicate with staff and participants, and to provide necessary instruction and training.
2. Ability to self-regulate one's emotions and has skills to manage an emotional or heightened situation.
3. Ability to work for prolonged periods at a desk and working on a computer.
4. Ability to operate essential office equipment needed to carry out responsibilities (i.e. telephone, digital camera, computer, scanner, photocopy machine).

TO APPLY

Please visit WilloTalent at <https://app.willotalent.com/invite/gn1Asc/> In Willo, you will upload your resume and answer four (4) questions. It is user friendly and you have several chances to do retakes.

Questions prior to applying? staff@legacyintl.org (Please note "HR Manager" in the subject line.)

Deadline: January 2, 2024.

Legacy International is an Equal Opportunity Employer and seeks qualified applicants to represent diverse geographical, ethnic, religious, and economic backgrounds. Our goal is to select the most qualified staff. The competitive standards are set by each group of applicants. Our policy is to ensure that no employee or applicant for employment is denied equal opportunity because of race, color, sex, national origin, religion, age, disability, marital status, pregnancy, sexual orientation, gender identity, genetic information, or any other non-merit-based factor.