



**Job Title: People, Culture, and Wellness Manager**

**FTE: 1.0**

**Reports To: Assistant Director**

**Annual Salary: \$52,530**

**Last Update: May 2025**

**Classification: Full Time Exempt**

Empower House (formerly Martinez Street Women's Center) provides community health services, youth development programs, and advocacy opportunities that are transformative and empowering for women and girls of color. We envision a world where all women and girls are empowered to transform themselves, their families and their communities.

The ideal candidate for this position can share their passion for grassroots community transformation and connect their volunteer or professional experiences to our mission. Our organizational philosophy is based on understanding the implications of the intersections of sexism, racism, and other forms of oppression for women and girls. Women, people of color, LGBTQ and nonbinary individuals are strongly encouraged to apply.

### **Position Summary**

This position is responsible for the daily management of the human resource activities of the organization. The People, Culture, and Wellness Manager will serve as the lead resource in identifying and implementing HR best practices to support staff throughout their tenure, effectively managing recruitment and hiring processes, onboarding staff, employee relations, managing HR compliance and reporting requirements, offboarding, and advising senior staff on HR matters. Additionally, The People, Culture, and Wellness Manager will utilize our values of solidarity, creativity, collaboration, and empathy in creating and maintaining staff development, team building and outings, community building opportunities, wellness opportunities, and employee appreciation programs.

### **Responsibilities**

- Work with PEO firm to streamline HR processes
- Provide support to employees in various HR-related topics and guide resolution of any issues that arise
- Promote HR programs to create an efficient and conflict-free workplace
- Set annual goals for recruitment and retention of talent
- Manage recruiting and hiring processes
- Manage onboarding process of all new employees, providing training as needed
- Facilitate offboarding and exit interviews
- Oversee compensation and benefits administration
- Supervise open enrollment process
- Accurately track and maintain PTO
- Partner with PEO to process biweekly payroll and 403B contributions
- Complete and prepare all regulatory questionnaires, reports and surveys related to HR
- Advise and coach managers and staff on employee relations and performance management
- Prepare reports for leadership and Board of Directors
- Interpret, create, and implement Employee Handbook policies
- Work with PEO and Assistant Director to update and maintain Employee Handbook as needed
- Offer proactive policy development and identify ways to improve policies and procedures

- Support with employee engagement strategies
- Other duties as assigned

**Qualifications**

- Bachelor's degree in HR Management or related discipline
- 5+ years' experience in HR
- Knowledge of Restorative HR practices and/or willingness to learn and implement
- Expertise in HR policies and procedures
- Strong knowledge of benefits management
- Understanding of HR best practices and current regulations
- Sound judgment and problem-solving skills
- High level of professionalism and discretion
- Familiarity with MS Office suite
- Excellent communication skills and team builder
- Flexibility on work location and hours

**Additional Information**

Empower House provides equal employment opportunity (EEO) to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state, or local law. Empower House will provide reasonable accommodation for qualified individuals with disabilities.

Submit cover letter and resume to Becca Najera: [bnajera@empowerhousesa.org](mailto:bnajera@empowerhousesa.org)