

Career Opportunity at Esperanza – Vice President of Human Resources

Esperanza has an immediate opening for a full-time **Vice President of Human Resources** to join our leadership team!

Esperanza is a faith-based opportunity community organization committed to raising awareness and identifying resources that strengthen the Hispanic community.

The Vice President of Human Resources (VPHR) is responsible for the overall development and implementation of Esperanza's employment related policies and procedures. This position will serve as a member of the organization's leadership team and provide strategic planning and offer the employee and workplace compliance perspective in the development and implementation of organizational policy and initiatives. The VPHR will manage the administration and delivery of HR services and activities to all Esperanza entities and programs to include organizational development, employee relations, recordkeeping, compensation & benefits, recruitment & selection, training, risk management, and the overall employee experience.

Areas of Focus include:

- Organizational Development
- Employee Experience
- Recruitment – Talent Acquisition
- Staff Recognition Events
- Performance Management
- Payroll & Benefit administration
- Board of Trustee Relations
- HRIS/Record-keeping & Compliance

The successful candidate will have:

- 10+ years' experience in a HR leadership role; preferably in a non-profit setting.
- BA/BS degree from an accredited college or university with a concentration in Human Resources or other related field of study is preferred.
- Extensive knowledge of the theories, principles, and concepts of human resource leadership/management; demonstrated success in developing, implementing, administering, evaluating, and providing strategic direction for all aspects of human resources services and activities.
- Demonstrates general knowledge of employment law, recruitment & selection skills, employment related practices, and the HR body of knowledge.
- Demonstrates and acts with a high level of integrity, professionalism, and confidentiality



- Possesses strong interpersonal skills; build relationships; approachable; and build trust with staff.
- Ability to operate a computer and use a variety of common software programs including Microsoft Office, spreadsheets, and payroll/benefit technology; familiarity with ADP HRIS/Payroll technology is a plus
- Ability to communicate effectively with individuals or groups both in writing and verbally.
- Bi-lingual (English/Spanish) is preferred.

Esperanza offers a comprehensive employee health & wellness benefits program and a competitive salary range based on past experience, job knowledge, and demonstrated skills and abilities. Our campus is located at: 4261 North 5th Street Philadelphia, PA 19140.

Interested candidates should forward a resume & cover letter to: jobs@esperanza.us and indicate **VPHR** in the subject line. For more information, check us out on the web at: www.esperanza.us

EOE