

Human Resources and Operations Director

Full Time, Exempt

JOB SUMMARY

The Operations and Human Resources Director is responsible for ensuring that the organization's administrative functions operate smoothly, safely, and efficiently. This position is responsible for daily operations management and risk management, including human resources. Their work includes overseeing the creation, implementation, and improvement of processes that enhance collaboration and efficiency between and across teams. This role works closely with the Executive Director and the leadership team to advance the mission of the organization.

KEY RESPONSIBILITIES

Human Resources

- Manage employee human resources systems for continued improvement, effectiveness and compliance: hiring, compensation, payroll and benefits.
- Administer payroll and benefits and facilitate benchmarking and annual review of systems.
- Facilitate recruitment and hiring of new staff with department directors.
- Manage employee relations and policy with a focus on equity, organizational learning and tracking performance of strategic DEI goals.
- Design and implement performance management processes to foster a culture of learning, improvement, and high performance.
- Collaborate with supervisors to establish staff performance goal setting that is aligned with the goals of the organization.
- Facilitate annual review and release of the employee policy handbook and procedures, and overseeing legal review of policies, procedures and HR documents.
- Cultivate an organizational culture that supports Wylde Center's vision, mission and strategic goals.

Operations

- Oversee office management functions; analyze office and departmental operational procedures to increase efficiency and productivity
- Manage software, hardware and monitor staff IT needs; work with outside vendors

- Provide oversight of contracts, acquisitions, licenses, and agreements, and ensure contracts and partnership agreements remain current
- Oversee risk management and insurance policies and procedures
- In collaboration with the Executive Director, manage the Business and Operations Manager, delegating tasks as appropriate
- Participate in annual budget planning and benchmark department performance to the budget over the course of the year
- Develop and implement policies and procedures as needed
- Represent Wylde Center at public events as necessary

QUALIFICATIONS

Minimum Qualifications

- 5 years of experience working in human resources, operations, project management, or management in a supervisory capacity
- Bachelor's degree or equivalent
- Strong communication skills
- Takes initiative, self-directed; able to work independently and on a team.
- Efficient and productive work style
- Ability to work well with other staff, board, committee members, vendors, and volunteers
- Ability to “know what you don't know,” conduct research, and learn new skills as needed
- Demonstrates honesty, integrity, and professionalism at all times
- Experience in developing, assessing, and managing projects from start to finish
- Intermediate Excel or Google Sheets experience; experience using Google Suite and Google Admin

Preferred Qualifications

- Experience working in nonprofit organizations
- Master's Degree in Business, Nonprofit Management, or similar field
- SHRM-CP or SHRM-SCP Certification

ENVIRONMENTAL JOB REQUIREMENTS

- Sitting, standing, light lifting (20-40 lbs)
- Travel: Infrequent work related travel; mileage reimbursement provided.

OTHER JOB INFORMATION

Compensation: \$60,000 annual salary

Benefits: Healthcare Reimbursement Account (currently \$250/month), 403(b) retirement account, paid time off (15 days per year), paid holidays (16 public holidays), and free/discounted seedlings. Wylde Center maintains a friendly, flexible, and casual work environment.

Schedule: Full-time, Exempt, 40 hours per week. Flexible hours during 9-5 PM, occasional weekend hours for events and board meetings.

Additional requirements: All applicants must pass a background check.

Work Location: Wylde Center administrative offices at Legacy Park located at 500 S Columbia Dr, Decatur, GA 30030, with opportunities to work from home or other Wylde Center locations for a percentage of each week.

Post Date: October 22, 2024

Application Information: If you are interested in applying for this position, please [complete this application](#). Address cover letters to Dr. Jennifer Gerndt. Applications will be accepted until a candidate is identified and selected for the position. Qualified candidates will be contacted directly – no phone calls please.

WHO WE ARE

The mission of Wylde Center is to support resilient communities by connecting people to nature through environmental education and public greenspace.

Wylde Center accomplishes this through educational programs, events and greenspaces that actively engage youth, families and individuals in their environment, health and community, and that develop skills in environmental science, sustainable urban living, organic gardening, health, and nutrition.

The organization strives to provide an environment that cultivates a spirit of service, respect for diversity, global citizenship and character. Our commitment to a diverse, equitable and inclusive culture is reflected in a community in which differences are embraced, and staff, volunteers, and community partners have a sense of belonging.

At Wylde Center, we hire culturally competent and responsive candidates who believe in the critical importance of diversity, equity and inclusion in the success of an organization and can effectively incorporate those principles in their professional roles. Wylde Center actively seeks candidates from historically underrepresented populations.

Wylde Center was founded in 1997 out of a need to provide opportunities to experience nature in an urban environment. As a result of the community's involvement and commitment, the organization has evolved into a large and active nonprofit organization operating five greenspaces (Oakhurst Garden, Sugar Creek Garden, Hawk Hollow, Edgewood Community Learning Garden, and the Mulberry Fields Garden) in four different Decatur and Atlanta neighborhoods, open year round for the community, for events and for Wylde Center's educational programs.

Additionally, Wylde Center provides one of the largest youth environmental and science education programs in metro-Atlanta, including Farm to School in Decatur and Atlanta, after school programs at the Decatur Housing Authority, and science program and field trips linked to Common Core standards that take place at Wylde gardens.