



Human Resources Manager Position Description

The Clooney Foundation for Justice (CFJ) is an international non-governmental organization (NGO) that wages justice through accountability for human rights abuses around the world. We are seeking an exceptionally organized individual with strong interpersonal relationship building skills to join our dynamic team as a full-time Human Resources Manager to support our infrastructure during an exciting period of organizational transition. This is an excellent opportunity for an mid-career nonprofit professional eager to foster a positive and inclusive work environment, build and manage human resources systems, and hone their skills at young international human rights organization as CFJ continues to scale internationally.

Programming

TrialWatch has the mission of exposing injustice, helping to free those unjustly detained, and promoting the rule of law around the world. TrialWatch monitors criminal trials globally against those who are most vulnerable – including journalists, women, LGBTQ+ persons, and minorities – provides legal support to victims of unfair trials and works to reform unfair laws. Over time, TrialWatch will use the data it gathers to publish a Global Justice Ranking exposing countries' performance and use it to support advocacy for systemic reform.

The Docket gathers evidence of international crimes to trigger prosecutions of perpetrators and support victims in their pursuit of justice. This initiative combines investigations, legal action and advocacy to bring the perpetrators to justice, obtain redress for survivors, and achieve systemic change. Its projects include bringing to justice those involved in financing conflicts through looting and illegal antiquities trading and gathering evidence of crimes against humanity committed in Venezuela, Sudan, and the DRC.

Waging Justice for Women, our newest initiative, aims to fight injustice against women through strategic litigation to reform discriminatory laws and increase accountability for gender-based abuse. This global initiative identifies laws and policies that are holding women back and supports women's ability to claim their rights through the courts. Using data that we gather and working hand in hand with women-led local organizations, our team uses legal avenues to overturn unfair laws, help victims get redress, and bring perpetrators to justice.

Responsibilities:

- Manage the day-to-day of CFJ's human resources systems and infrastructure under the direction and supervision of the General Counsel;
- Support the General Counsel in the creation, expansion, and implementation of HR policies and procedures to maintain a positive and safe work environment;

- Serve as employee point of contact for internal issues, questions, and concerns, and escalate information to the General Counsel where appropriate and within CFJ's policy guidelines;
- Alongside external vendors, administer and oversee employee benefits programs, including health insurance, retirement plans, paid leave, and other benefits;
- Lead the recruitment process at CFJ, including job post creation, resume screening, conducting interviews, setting timelines, and delegating roles to other relevant members of the team;
- Oversee the onboarding process for new employees to ensure smooth transition into the organization by collaborating with the program and program operations teams;
- Support the General Counsel in the creation and implementation of a performance management system to support employee growth and development;
- Collaborate with managers across the organization to advise on and address performance concerns, and identify major trends to the General Counsel;
- Ensure day-to-day compliance with local and federal employment laws and regulations in the jurisdictions where CFJ operates and employees staff, in close collaboration with the General Counsel and other members of the infrastructure operations team;
- Manage CFJ's PEO and EOR systems, including liaising with the Finance Manager to run, manage, and maintain regular payroll for CFJ staff;
- Stay informed about changes in labor laws and update policies accordingly under the guidance and direction of the General Counsel;
- Identify trainings needs across CFJ's programs in coordination with the program operations teams and implement relevant development plans;
- Facilitate training sessions on HR-related topics for employees and managers, when necessary;
- Keep abreast of major trends and best practices in the areas of performance management, employee training, benefits and wellness packages, and other human resources functions;
- Contribute to CFJ's long-term growth strategies by advising on hiring and recruiting, performance management, and training and development; and
- Other duties as may be assigned by the General Counsel.

Required Skills/Experience:

- Bachelor's degree or equivalent in Human Resources, Business Administration, or related field;
- 5-7 years of experience in human resources and knowledge of U.S. 501(c)(3) public charities;
- Demonstrated understanding of nonprofit human resources management across multiple functions;
- Experience in managing recruitment and hiring based on inclusive best practices;
- Proven ability to handle sensitive information with discretion and discerning judgement;
- Experience managing relationships with external vendors;
- Strong knowledge of human resources best practices, U.S. employment law, and regulations governing nonprofit organizations and employers;
- Demonstrated ability to work with an agile, international, and multi-cultural team;
- Outstanding written and oral communications skills, including the ability to build relationships and trust with people from all backgrounds and identities; and
- Passion for and interest in CFJ's mission.

Preferred Skills/Qualifications:

- Experience setting up human resources systems and policies for a start-up nonprofit organization;
- Experience managing PEO or EOR relationships;
- Knowledge or previous exposure to early stage growth nonprofit organizations;

- Knowledge or previous exposure to human rights work;
- Experience managing compliance in non-US jurisdictions;
- Fluency in a language other than English.

Location

Flexible (global applications welcome)

Compensation

Comparable to US \$75,000 - \$95,000 depending on experience

Start Date

March 15, 2024 – April 1, 2024

To Apply

Submit a resume and a list of 3 references to employment@cfj.org no later than February 16, 2024

CFJ is committed to diversity in its workforce and is an equal opportunity employer. We actively seek a diverse applicant pool and encourage candidates of all backgrounds to apply. We do not discriminate on the basis of race, religious beliefs, color, national origin, gender identity, sexual orientation, age, marital status, veteran status, or disability.