

## Director of Human Resources

Outstanding opportunity for a Human Resources professional with a passion for excellence and supporting mission-driven people who bring opportunity and hope to Mainers struggling with homelessness, housing, hunger, and poverty. The Director of Human Resources oversees, leads and manages the full scope of the Human Resource function and related compliance to align with Preble Street values and rapid growth.

As the primary point of contact and consultant in employee relations, management practices, policy and procedure development, compensation and compliance, key accountabilities include:

- leading and supervising the Human Resources team;
- oversight of agency recruitment, hiring, orientation, onboarding, performance management and terminations;
- benefits and compensation planning, administration, reporting and compliance;
- facilitating employee and union relations, and workplace culture;
- developing and delivering staff trainings;
- safety-related compliance, policy development, policy implementation and reporting;
- oversight and administration of employee leaves;
- compliance with employment laws and regulations; and
- advising leadership on all HR related matters including policy and practices.

As a member of Senior Management, the Director of Human Resources participates in all aspects of agency management.

### Job Requirements

- Bachelor's Degree and minimum of 5 years of relevant experience, or equivalent combination of education and relevant experience. Masters Preferred.
- HR Certification (PHR, SPHR, SHRM-CP, SHRM-SCP) preferred.
- Understanding of the Preble Street mission, and positive regard for individuals experiencing homelessness and/or living in poverty.
- High level of knowledge of employment laws, and ability to conduct legal research.
- Expert knowledge of benefits plans and administration and related laws and regulations.
- Exceptional organizational skills, with the ability to manage complex projects.
- Ability to think and plan strategically to accomplish goals and meet objectives.
- Strong collaborative negotiation skills, with the ability to respectfully communicate organizational needs.
- Ability to navigate conflicts and challenges with respect and a solutions-oriented approach.
- Ability to plan, organize, direct and supervise the work and professional development of other staff.
- Ability to communicate respectfully and effectively, orally and in writing
- Ability to identify and understand challenges, assess and evaluate information, and propose solutions.
- Technical ability to communicate, document and distribute data and information, utilizing information and communications technology.



## Compensation and Benefits

- Exempt position, competitive salary based on relevant experience
- Medical w/100% employer paid option
- Dental w/100% employer paid option
- Vision
- Employer Paid Life, STD, and LTD
- 403(b) retirement plan w/ employer match
- 20 Vacation, 12 Holidays, 12 Sick and 2 Personal days as part of the paid time off package
- Optional supplemental Life, Critical Illness, and AD&D options

## To Apply

Please submit cover letter, resume and an application to: **[humanresources@preblestreet.org](mailto:humanresources@preblestreet.org)**

*Please note: Application can be found at [www.preblestreet.org/employment](http://www.preblestreet.org/employment). Automatically generated confirmations of receipt will be sent in response to applications sent via email. Only those candidates selected for interviews will be otherwise contacted.*

*Preble Street, a 501(c)(3) nonprofit agency, has been working since 1975 to provide best practice social services that meet urgent needs and end hunger and homelessness for individuals and families in Maine living in poverty. Operating from seven sites in Portland, Lewiston, and Bangor, Preble Street programs include Street Outreach Collaborative, Maine Medical Center-Preble Street Learning Collaborative, Food Programs, Maine Hunger Initiative, Advocacy, Veterans Housing Services, Logan Place, Florence House, Huston Commons, Teen Services, Anti-Trafficking Services, and Homeless Voices for Justice. Preble Street is an equal opportunity employer that does not discriminate on the basis of race, religion, color, national origin, sex, military status, age, disability, sexual orientation, gender identity, genetic information, creed, citizenship status, or any other characteristic protected by federal, state or local laws. This policy applies to all of Preble Street's hiring practices, and all terms and conditions of employment.*