

## DIRECTOR OF HUMAN RESOURCES

### Legal Aid Justice Center

#### Richmond, Charlottesville, or Falls Church

##### About the Legal Aid Justice Center

The Legal Aid Justice Center is a nationally recognized nonprofit organization that partners with communities and clients to achieve justice by dismantling the systems that create and perpetuate poverty. Justice means racial justice, economic justice, and social justice.

From its offices in Charlottesville, Richmond, Petersburg, and Falls Church, LAJC is a fierce advocate for low-income clients and communities in Virginia. Just in the past year, we permanently repealed Virginia's driver's license suspension for court debt scheme, secured an injunction slashing the number of immigrants detained by ICE at the largest detention center in the Mid-Atlantic and passed a law giving Virginia oversight authority, won the nation's first COVID-specific, statewide, and enforceable workplace safety standards, passed legislation enabling communities to set up civilian oversight for law enforcement, and decriminalized school-based disorderly conduct, which was a leading contributor to the school-to-prison pipeline, especially for Black students.

Founded in 1967, LAJC provides services under four key program areas: Civil Rights & Racial Justice, Economic Justice, Youth Justice, and Immigrant Advocacy. LAJC boldly tackles issues of systemic injustice and aims to raise public and policymaker awareness of some of the most pressing challenges facing low-income Virginia residents. For more information, visit [www.justice4all.org](http://www.justice4all.org).

##### About the Position

Legal Aid Justice Center seeks a Director of Human Resources to work in close partnership with the Director of People Operations to oversee the employee lifecycle. Additionally, you will develop and manage systems for employee benefits, performance tracking, compliance, and discipline, as well as LAJC's legal obligations.

##### Job Duties

Human Resources:

- Lead, direct, develop, and coordinate the policies, activities, and staff of the Human Resource (HR) department, ensuring legal compliance and implementation of the organizations mission and talent strategy
- Administer or oversee the administration of human resource programs including, but not limited to, compensation, benefits, and leave; disciplinary matters; disputes and investigations; performance and talent management; productivity, recognition, and morale; occupational health and safety; and training and development
- Identify and implement new organizational HRIS

Talent Strategy:

- Evaluate and advise on the impact of long-range planning of new programs/strategies and regulatory action as those items affect the attraction, motivation, development, and retention of the people resources of the organization

- Identify staffing and recruiting needs; develop and execute best practices for hiring and talent management
- Collaborate with senior leadership to understand the organization's goals and strategy related to staffing, recruiting, and retention

Manage Employee Lifecycle:

- Manage all aspects of the employee lifecycle
- In collaboration with department leaders, design onboarding processes to include orientation to LAJC's policies and procedures, benefits administration, and cultural acclimation
- Manage process of employee performance evaluations
- Manage employee exit from the organization
- Monitor and ensure the organization's compliance with federal, state, and local employment laws and regulations, and recommended best practices; review and modify policies and practices to maintain compliance

Racial Equity:

- Promote racial equity across all dimensions within LAJC

**Required  
Qualifications**

- Strong commitment to social, economic, and racial justice
- Strengths in organization, time management, and demonstrating initiative
- Ability to work and communicate effectively across lines of identity and difference
- Ability to work effectively both independently and collaboratively
- Strong verbal and written communication skills
- Proficiency in Microsoft Office applications, including Word, Outlook, Excel, and PowerPoint
- Alignment with LAJC's mission of partnering with and advocating in low-wealth communities and communities of color
- Willingness and ability to occasionally travel to each of our offices in Charlottesville, Richmond, and Falls Church
- Bachelor's degree in Human Resources, Business Administration, or related field
- 5 years of progressively responsible experience in human resource management
- SHRM certification

**Preferred  
Qualifications**

- Master's degree preferred
- 10 years of experience in human resource management
- Prior experience (work or lived) using an explicit race equity lens
- Exposure to the legal field or working with lawyers
- Exposure to organizing and advocacy, or working with organizers

**Location**

This role will be based in our Richmond, Charlottesville, or Falls Church offices. Occasional travel between offices will be required.

**Application  
Deadline**

April 27, 2022. We accept applications on a rolling basis and encourage candidates to apply as soon as possible.

**Salary**

Salary range is \$80,000 to \$110,000 based on years of relevant experience and LAJC's formal salary scale, upward 12% cost-of-living adjustment is available for positions based in Falls Church.

**Benefits**

Our mission is compelling, and our team members are passionate about their work, and so we recognize the need to provide generous benefits and encourage rest and a healthy work environment. For example, we provide:

- Generous paid time off every year, including 3 to 6 weeks of vacation, 12 days of health leave, 6 weeks parental leave, and 14 holidays (not including bonus holidays/rest days allocated as needed)
- 100% employer paid health, dental, and vision insurance, plus excellent family insurance with annual max of \$2,400 premium contribution to LAJC-sponsored health plan
- 403(b) retirement plan with 4% employer contribution (no required match)
- Strong commitment to professional development
- Relocation package

**Application  
Instructions**

Email a cover letter and resume to Danielle Taylor at [hire@justice4all.org](mailto:hire@justice4all.org). If you're able, please submit your application as a single PDF titled "[date submitted in yyyy.mm.dd format][last name][first name][position sought]." Please include "**[your preferred location]** Director of HR" in the email subject.

*The Legal Aid Justice Center is an equal opportunity employer, committed to inclusive hiring and dedicated to diversity in our work and staff. We strongly encourage candidates of all identities, experiences, and communities to apply. The Legal Aid Justice Center is committed to strengthening the voices of our low-income clients, working in collaboration with community partners, and rooting out the inequities that keep people in poverty. We strive to take on the issues that have broad impact on our client communities and to be responsive to client input. Recognizing the particular impact of racism on our clients and staff, we devote special attention to dismantling racial injustice. All applicants must be dedicated to working in and sustaining an environment that enables staff and clients to feel empowered, valued, respected, and safe. In reviewing applications, we look for evidence that applicants have experience and/or thoughtfulness in working with traditionally marginalized populations.*