



**Position:** Manager, Human Resources  
**Location:** Remote  
**Employment type:** Full-time, Exempt  
**Reports to:** Specialist, Human Resources  
**Direct Reports:** None

## **Mission**

EdReports.org is at the forefront of the curriculum reform movement. By increasing the capacity of educators to identify and demand the highest quality curriculum, EdReports.org is both disrupting a multibillion-dollar market and transforming the way students are taught and ultimately perform. With the firm belief that what is taught matters and that all students deserve high quality materials, EdReports.org publishes free, online, evidence-rich reviews of instructional materials.

## **Purpose of Position**

The Manager, Human Resources reports to the Specialist, Human Resources who together lead the execution of a multi-faceted strategy for human resources operations. The Manager, Human Resources is responsible for the support, maintenance, and execution of various human resources activities that span the Employee Life Cycle at EdReports. This position provides a unique opportunity for an independent thinker who is highly detail-oriented, enjoys working with internal and external stakeholders at all levels, and wants to contribute to the success of a growing organization.

## **Key Responsibilities**

### Recruitment, Onboarding, & Offboarding – 50%

- Manage recruitment and hiring processes, including creating and revising job descriptions, advertising open positions, reviewing resumes, coordinating and conducting interviews, conducting reference checks, drafting offer letters;
- Manage the onboarding process for new employees and oversee new hire orientation including benefit orientations and other benefits training for employees;
- Manage the offboarding process for terminating employees and work with the Operations Team to ensure compliant completion;
- Work with colleagues across the organization to ensure completion and consistency of recruiting, onboarding, and offboarding practices.

### Administrative Management of Human Resources – 35%

(Including but not limited to managing the HRIS/PEO system, Benefits Administration, Personnel Records, and Regulatory Compliance)

- Monitor, prepare, and interpret HR data. Work with Specialist, Human Resources to create and implement action plans to address areas such as staffing, retention, and engagement;
- Partner with and monitor the Professional Employer Organization's (PEO) execution and administration of employee benefits and regulatory compliance;

- Ensure personnel compliance with legally-required training as well as working with colleagues to develop, create, and or assess other training and professional growth programs, as needed;
- Support Professional Employer Organization in submitting paperwork to external agencies including worker’s compensation claims, unemployment claims, verification of employment, and ensure compliance with all state, federal, and local employment laws; and
- Maintain the employee handbook, organizational staffing chart, and organizational directory

Organizational Support – 15%

- At the direction and with the support of Specialist, Human Resources, manage the annual performance management and development process; and
- Manage employee communication and feedback through such avenues as company meetings, employee satisfaction surveys, newsletters, focus groups, and one-on-one meetings.

**Qualifications:**

- Passion for EdReports’ mission and vision and our core values and [commitment to Diversity, Belonging, Inclusion, and Equity](#);
- A minimum of five years of professional experience in human resources management or similar role;
- Demonstrated record of strong written and verbal communication with various audiences;
- Ability to multi-task and manage competing demands and deadlines, while continuing to produce high-quality work;
- An ability to successfully navigate ambiguity, maintain flexibility, work independently and collaborate with colleagues other stakeholders in a virtual work environment;
- Experience with data management, particularly with HRIS and/or ATS systems
- Fluent in MS Office suite (Excel, PowerPoint, etc.) and Google suite, preferred; and
- Human Resources certification preferred, but not required; and
- Bachelor's degree preferred, but not required.

**Core Competencies**

<b>ACCOUNTABILITY</b>	
<b>Framing/planning the work</b>	Plans and effectively organizes more complex projects and tasks; and Identifies and sets contingencies for possible roadblocks.
<b>Timeliness</b>	Always meets deadlines or delivers early; and Communicates roadblocks, lessons learned for the learning of the organization.
<b>Quality of work products</b>	Work products (e.g. reports, documents, files, etc.) are consistently audience-ready and accurate.
<b>ADAPTABILITY</b>	

<b>Ability to adjust</b>	Changes work priorities to meet feedback and changing demands; and Identifies how own work and formal responsibilities needs to adjust to meet the needs of the organization.
<b>Openness</b>	Able to thoughtfully consider new ideas and different perspectives; Encourages individuals with different perspectives to share; and Proactively creates space to solicit and discuss different perspectives.
<b>COLLABORATION</b>	
<b>Team-orientation</b>	Focuses on accomplishing organizational goals rather than a personal agenda; and Willing to take on additional tasks as needed to achieve shared objectives.
<b>Collaboration</b>	Actively participates as a team member and shows willingness to contribute and be open to feedback; and Identifies self and others' areas of expertise to ensure the right people are part of a team.
<b>COMMUNICATION</b>	
<b>Written/Verbal communication</b>	Communicates messages concisely; Consistently adjusts style and tone to suit the target audience; Participates comfortably in small group meetings, contributing where appropriate; and Writes internal and external communications in a concise, clear, and professional manner that is always appropriate to the audience.
<b>Inquiry and listening</b>	Fully engages in both in-person and virtual settings; and Uses open-ended questions to clarify understanding and gain information.
<b>CULTURAL SENSITIVITY</b>	
<b>Valuing diversity</b>	Demonstrates understanding that differences among team members contribute value to the environment; Models behaviors that support and increase equitable experiences for and inclusion of all team members; and Proactively considers ways to increase diverse viewpoints and representation across our work.
<b>Advancing diversity and inclusion</b>	Demonstrates awareness and understanding of own biases; Challenges personal biases; Offers observations about cultural proficiency within the organization.
<b>GROWTH MINDSET</b>	
<b>Learning orientation</b>	Takes initiative to expand knowledge and skills for self and colleagues; Often thinks about ways to perform duties more effectively; and Regularly reflects on challenging situations as opportunities to identify learning opportunities.
<b>Seeking, providing, and using feedback</b>	Regularly seeks feedback and coaching to succeed in doing more complex work.

## **Leadership Competencies**

<b>DECISION-MAKING</b>	
<b>Gathering and interpreting data</b>	Regularly identifies critical internal or external data needed to inform decision-making; Derives insights from data and makes suggestions based on findings; Advises team members on deriving insights from data; and Creates and implements systems to facilitate regular data review, reflection, insight generation, and continuous improvement.

## **Physical Requirements**

Including, but not limited to standing and sitting for long periods of time; speaking loudly and clearly; seeing and hearing things both near and far away; and reaching, stooping, kneeling, and fine-finger and hand manipulation in use of a computer, chalkboard, dry erase board, or projector. Employee is required to have close visual acuity to perform an activity such as preparing and analyzing data and figures, transcribing, viewing a computer terminal, and extensive reading. This person will travel by car, air, or other transportation (as indicated above).