



**Position Title: Human Resources Manager**

**Location: Bar Harbor, Maine**

**Full-time, 32 hours per week plus standard benefits**

Friends of Acadia (FOA) is an independent nonprofit membership organization, founded in 1986. Its mission is to preserve the outstanding natural beauty, ecological vitality, and cultural distinctiveness of Acadia National Park and the surrounding communities. We accomplish this mission through a combination of philanthropy, volunteerism, advocacy, and program innovation, thanks to a dedicated staff and board and the support of thousands of members and volunteers.

The Human Resources Manager reports to the Chief Financial Officer and works closely with other FOA staff. This is an exciting opportunity for a full-time, detail-oriented, self-motivated HR professional who believes in the mission of Friends of Acadia.

**Job Responsibilities:**

**Human Resources - 80% of work duties**

1. Develop and maintain employee and volunteer policies and HR Standard Operating Procedures
2. Lead the creation of a new performance-based merit reward system
3. Coordinate market-based compensation and benefit reviews
4. Prepare employment offer letters
5. Maintain current knowledge of employment rules and regulations
6. Coordinate benefits for staff (health, and dental insurance, retirement plan)
7. Track Paid Time Off for FOA staff
8. Coordinate annual review process
9. Lead the process of hiring, and onboarding new staff, and volunteers
10. Develop and lead staff and volunteer orientation programs
11. Coordinate staff and volunteer retention efforts
12. Lead seasonal staff orientation, and assist new staff in the completion of employment paperwork
13. Lead staff and volunteer training program
14. Coordinate staff professional development
15. Manage conflicts, claims, and performance coaching
16. Coordinate HR policies, practices, and guidelines to ensure consistency with advancing and maintaining a welcoming and inclusive environment for all including advancing FOA's Diversity, Equity, and Inclusion commitments and goals.

**Administration- 15% of work duties**

1. Assist CEO and CFO as needed
2. Annual distribution and collection of conflict of interest forms



3. Help answering phones
4. Assist with Information Technology initiatives.

**Other- 5% of work duties**

1. Bank Deposits (serve as backup for Executive Assistant)
2. Pick up mail (serve as backup for Executive Assistant)
3. Assist Development department as needed
4. Other duties as assigned

**Qualifications:**

- Excellent communication skills
- Excellent time management skills
- Advanced knowledge of HR policies and practices including emerging trends and compliance
- Previous experience as an HR professional
- Advanced level of comfort and familiarity with Microsoft Office suite (Word, Excel, etc.)
- Experience with Adobe Acrobat
- Knowledge of, or willingness to learn about Acadia National Park
- Strong work ethic and ability to work independently and with a team
- Patience, confidence, and a sense of humor
- Experience working for a nonprofit organization is a plus

**Wages:** Commensurate with experience

**Pay period:** Every two weeks.

**Benefits:** Health, dental, and life insurance, paid time off, sick time, retirement plan with employer match

**Work Environment:** Nearly all of the work is performed indoors with some occasional outdoor event preparation (e.g., Seasonal Staff Orientation, Annual Meeting, Annual Benefit).

The Human Resources Manager is a salaried, full-time, year-round position (at 32 hours per week). The successful applicant will report directly to the CFO. FOA offers competitive compensation, a positive work environment, and does not discriminate in any way in its hiring decisions.