

## Associate Director of Human Resources

**Mission:** Cultivating environmentally sound, economically viable, community-focused farms and food systems

**Position overview:** Pasa is seeking an experienced, strategic, and thoughtful Associate Director of Human Resources to join our team. An ideal candidate is committed to maintaining a high-performing, inclusive workplace through people strategies and enterprise-wide initiatives that engage, align, develop, and retain talent and is proficient in both Spanish and English. The Associate Director of Human Resources will report to the Operations Director and work closely with the Human Resources Assistant and other staff to support Pasa's ongoing human resource needs. This includes improving records, processes, and protocols.

This is a primarily remote position with some in-person workdays and 2-3 annual in-person staff retreats. All employees are required to attend our annual Sustainable Agriculture Conference, which takes place each February in Lancaster, PA. Employees must comply with Pasa's remote employee policies.

---

### Responsibilities

- Manage, coordinate, execute, and maintain duties relating to benefits, payroll, hiring, onboarding, and employee relations with support from the Human Resources Assistant
- Maintain knowledge of federal, state, and local laws and regulations relating to all aspects of the employee life cycle
- Administer human resources policies and programs, including but not limited to benefits, insurance plans, COBRA, open enrollment, and compliance regulations
- Partner with Human Resource Assistant to develop new goals, objectives, and systems
- Research, develop, recommend, and execute creative strategies to foster Pasa's diversity, equity, inclusion, and justice (DEIJ) goals, ensuring the recruitment and retention of diverse candidates
- Review current human resources practices and policies, assessing and analyzing the extent to which they support or hinder candidates from all backgrounds in finding, accessing, applying, and thriving in positions with Pasa
- Work with the DEIJ Staff and Board Working Group to develop and implement an onboarding process to ensure that new staff receive training related to DEIJ and anti-racism, specifically in relation to the food system
- Oversee reflections and reviews including onboarding (60-day), bi-annual 360 reviews, bi-annual job description reflections, and exit interviews with all staff joining or leaving the organization

- Supervise Human Resources Associate
- Work with the grants team to ensure adherence to staffing requirements as outlined in grant criteria

### **Qualifications**

- Exemplary equity-focused supervisory approach; commitment to maintaining a supportive, functional, service-oriented workplace
- 5+ years of Human resources experience, including in a supervisory role for at least 3 years
- Demonstrated experience in recruiting diverse talent and maintaining employee management systems
- Knowledge of existing human resources data information systems and platforms
- Comfortable with technology and digital record keeping (e.g. Google Workspaces, project management software, form builders, etc.)
- Professional working proficiency in Spanish

### **Preferred qualifications**

- Specialization, training, or background in developing human resource departments dedicated to advancing organizational equity

---

**Compensation:** This is a full-time exempt position. Annual salary is based on experience and is negotiable within the range of \$58,000 to \$70,000. Benefits include health, vision, and dental insurance; 401K retirement match; flexible scheduling; twelve paid holidays; and a generous leave policy. A work computer is provided, and work-related travel expenses are reimbursed.

**How to apply:** We are committed to advancing diversity, equity, inclusion, and justice through our hiring practices. This entails reviewing application materials anonymously (without the applicant's name exposed) to help prevent potential unconscious bias. Please remove your name and email address from your cover letter and resume. Please adhere to the following protocol when submitting your application materials:

- **Step 1:** Complete this short questionnaire. All applicants are required to complete this anonymous questionnaire to (1) help us know whether this job opportunity has been accessed by a diverse pool of candidates and (2) to receive an applicant ID number to continue the application process. Your anonymous survey responses are not connected to your application materials and will not affect hiring decisions.

- **Step 2: Record your applicant ID number.** After completing the above questionnaire, you will receive an applicant ID number. This number is unique to you and your application.
- **Step 3: Name your resume as “[Applicant ID] Resume” (e.g. 123456 Resume).** Please do not include any part of your name in the file name (e.g. don’t use “Doe 12345 Resume”).
- **Step 4: Name your cover letter as “[Applicant ID] Cover Letter” (e.g. 12345 Cover Letter).** Please do not include any part of your name in the file name (e.g. don’t use “Doe 12345 Cover Letter”).
- **Step 5: Upload your resume and cover letter.** Upload instructions will appear upon completing the questionnaire above. You will also be emailed an upload link.

**Reminder:** Application materials should *not* contain your name or email address.

Initial interviews will be conducted remotely via Zoom beginning immediately. Job postings will remain open until the position is filled. Anticipated start date for this position is early-to-mid January 2023. If you have any questions, please contact [jobs@pasafarming.org](mailto:jobs@pasafarming.org).

---

## Employee value statement

**We are passionate about effectively advancing our mission.** We value employees who:

- share our passion and can clearly communicate the value of our work to others;
- consider how we can do things smarter and more efficiently;
- anticipate and address roadblocks or other challenges;
- stay current on trends in the field;
- embrace and accommodate change; and
- continuously advance their knowledge and skills through professional development.

**We strive to create a work culture that promotes both independence and collaboration.**

We value employees who:

- are committed to fostering a connected, respectful, and responsive work environment, whether work is being conducted remotely or in person;
- exemplify honesty and integrity;
- possess excellent interpersonal skills;
- exercise good judgment and take initiative when needed; and
- can recognize when to ask others for advice, feedback, or support.

**We take pride in the quality of our work.** We value employees who:

- consider the big picture while paying close attention to accuracy and detail;
- can clearly and thoughtfully communicate in person and in writing;
- are highly organized; and
- thrive in a fast-paced, professional work environment.

**We are an equal opportunity employer** and encourage people of color; Indigenous people, LGBTQ+ people; veterans; people with disabilities; people who have been formerly incarcerated; and others who are underrepresented within the environmental nonprofit sector to apply.

**COVID-19 staff policy:** As of October 24, 2022, Pasa staff are not required to be vaccinated as a condition of employment. However all staff must privately disclose their vaccination status to Human Resources upon hire. All staff, regardless of vaccination status, are required to conduct COVID-19 rapid tests before and after attending any indoor event or meeting hosted by Pasa. This policy is subject to change as the COVID-19 pandemic continues to evolve.