



# The Evergreen School

## HUMAN RESOURCES MANAGER

Seattle, WA

**START DATE:** May 1, 2024

**Our Mission:** We inspire highly capable, creative learners to lead with curiosity, compassion, and courage in a diverse and dynamic world.

**About the Organization:** Located just north of Seattle in Shoreline, Washington, The Evergreen School has been educating highly capable, creative learners for 60 years. Our students love to ask questions, and our teachers use that natural curiosity to craft engaging lessons and spark thought-provoking conversations. Evergreen's program infuses challenging academics with foundational support for social skills, emotional well-being, a multicultural perspective, and empathy for others. Our students think deeply, take intellectual risks, and tackle complex problems. They learn how to self-advocate, collaborate with others, and understand and respect differences. Evergreen graduates move on to high school and beyond with confidence, ready to contribute to a diverse and dynamic world.

**Community:** At Evergreen, our goal is to curate a culture where every person feels fully welcomed and encouraged to participate in every aspect of the community. We actively seek and support students, families, faculty, staff and trustees who bring a diversity of identity into our community. Our mission makes it essential that we skillfully deliver an inclusive, culturally responsive educational program that teaches respect for others, empowers students of all backgrounds equitably, encourages social responsibility, and prepares students to be leaders in an interdependent global community. The Human Resources Manager supports the critical mission of our communities by supporting all employees. We seek candidates who demonstrate a commitment to fostering a diverse and inclusive learning environment that embraces and values the diversity within our community.

The school seeks candidates who demonstrate a commitment to anti-bias and anti-racism work and to fostering a diverse and inclusive learning community that is responsive toward all differences including but not limited to race, ethnicity, national origin, geography, religion, gender identity, sexual orientation, age, physical ability, learning styles, and marital, parental or economic status.

Studies have shown that people of historically marginalized backgrounds are less likely to apply for a position unless they believe they meet every listed requirement. Evergreen is most interested in finding the best candidate for this opportunity and encourages people to apply.



### THE OPPORTUNITY:

The Evergreen School is seeking a culturally competent, full-service **Human Resources Manager** with a strong generalist background and a positive approach to working with all levels of our community in a fast-paced independent school environment. The successful candidate must love working with and helping people while maintaining appropriate boundaries and a sense of humor. The HR Manager is a member of the school's Business Office. Finally, the HR Manager must be able to handle sensitive issues with discretion and respect for all parties, and approach the work with a problem-solving, service orientation.

## EDUCATION:

- Bachelor's degree required; professional certification or master's degree is a plus.
- SHRM certification preferred.

## EXPERIENCE AND SKILLS:

- Three or more years of experience in a decision-making HR role in an organization of 100+ employees is preferred.
- Solid command of Washington State compliance environment: wage transparency, ACA, L&I, ESD and unemployment, leaves, wage and hour rules, document retention, hiring and termination.
- Experience in a not-for-profit environment, preferably in independent schools.
- Able to bridge all levels of an organization.
- Able to triage unexpected issues while focusing on day-to-day tasks in a busy, interruptions-filled environment.
- Patient, kind, and willing to listen while balancing the workload.



## PHYSICAL REQUIREMENTS:

- Able to lift up to 35 pounds.
- Can move around campus, stand for long periods of time, walk and climb stairs.
- Able to sit and work in front of multiple computer screens.
- Talk on the telephone for long periods of time.
- Able to use hands for repetitive tasks such as typing.
- Can occasionally work outside in good and inclement weather.

## EQUIPMENT AND SOFTWARE USED:

- Computer (PC), Google suite, Microsoft suite.
- HRIS systems; Paylocity experience is a plus.
- Zoom and Teams.

## DUTIES AND RESPONSIBILITIES:

- Act as the HRIS Specialist, becoming the school's primary expert in using Paylocity, setting up new users and workflows, pulling data and reports to assist in providing information on human resources.
- Track all job status changes and ensure that data is easily accessible for all purposes such as payroll, data collection, and budget projections.
- Manage personnel files in compliance with applicable law and established best practices.
- Support the A/P and Payroll Accountant to process monthly payroll.
- Collaborate with accounting to reconcile benefits vendor invoices, assure accurate deductions in employee records, work with A/P.
- Maintain benefit vendor relationships, and participate in annual insurance plan renewal processes.
- Conduct online open enrollment annually with support from the broker team.
- Manage COBRA in corroboration with TPA, responding to Employment Department requests, administer workers' compensation claims, FMLA, WA State Paid FMLA, and sabbaticals.
- Generate salary agreements and stipend agreements for employees.
- Serve as first contact point for employee issues: mediation, de-escalation, fact-based inquiries.
- Support CFO in all employee matters including organizing resources to solve problems.
- For 403(b) retirement plan, manage employee enrollment and changes as well as employee education and communication.
- Ensure compliance with federal and Washington State labor laws.
- Onboarding new employees including background checks and reference checks.
- Maintain legally compliant job descriptions and Employee Handbook.
- Generate work plans for employees as necessary.
- Reporting: EEO-1, NDT, ACA/1095.
- Conduct continuous review of processes and procedures and suggest improvements as necessary.
- Other duties as assigned.



## POSITION DETAILS:

This is an hourly non-exempt, 1.0 FTE full-time, benefits-eligible position that reports to the Chief Financial Officer.

## SALARY RANGE:

This position follows a 12-month work schedule - the HR Manager works during the summer months. The salary is dependent upon education degree(s) and years of HR and school experience and is in the range of \$75,000 to \$90,000.

## BENEFITS:

- School-paid medical and dental insurance and employee-paid supplemental vision.
- School-paid Life, Accidental Death & Dismemberment, and Long-Term Disability insurance plus an Employee Assistance Program.
- 403(b) Retirement Plan with a School match of up to 7%.
- Flexible Savings Account and/or Health Savings Account.
- Commuter Assistance (ORCA Card).
- Tuition Remission.
- Infant/toddler care is available on campus (Availability limitations apply).
- Paid holidays and other paid leave.

## HOW TO APPLY:

The Evergreen School has engaged Dovetailed to lead this search. Interested candidates should email a cover letter (addressed to Chief Financial Officer, Duncan Linn), a resume, and a list of at least three professional references consolidated as a single PDF document to Zack Lehman at [zack@dovetailedsourcing.com](mailto:zack@dovetailedsourcing.com). Please do not contact the school directly.

### **Any applicant scheduled for an interview will be asked to submit a 500-word (max.) answer to the following question:**

“At Evergreen, our mission calls us to “inspire highly capable, creative learners to lead with curiosity, compassion, and courage in a diverse and dynamic world. “Reflecting on your current or previous experiences, describe a time in which you moved diversity and inclusion efforts forward in that role. How did you approach this effort and what did you learn about yourself during this process?”

## NOTICE OF NONDISCRIMINATION:

*The Evergreen School strives to provide equal opportunity to all employees. The school's policy is not to discriminate in employment based on race, color, sex (including pregnancy), religion, creed, age, national origin, citizenship status, physical or mental disability, sexual orientation, gender identity, veteran or military status or any other status protected under applicable local, state or federal law. The School is committed to administering employment decisions, including hiring, promotions, compensation benefits, transfers, layoffs, return from layoffs, terminations, training, sabbaticals, tuition assistance and other programs, without regard to an employee's protected status.*

