JOB DESCRIPTION

POSITION SUMMARY
The ideal candidate is someone who thrives in a creative organization with a strong foundation. However, much of our culture is still being built, and there is a strong need for employee growth and retention. The person in this position is responsible for aligning HR programs with business objectives, and for supporting and consulting with leadership in strategic and tactical HR matters. This includes development of, contribution to, and leadership of various HR Strategic Initiatives across the company.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Manage and implement all HR procedures and policies, including wage & salary structures, benefits administration, record keeping, state and federal compliance, and payroll processing.
- Will be responsible for overall payroll management.
- Serve as an advisor and confidante to business leaders, helping them navigate the complexity of building, retaining and growing their teams.
- Build the systems that ensure employee engagement, happiness, career growth, and retention.
- Foster and grow US Sailings’ unique culture.
- Foster strong relationships with all employees & be the primary contact for all employee-related issues.
- Define and maintain clear onboarding and training process for new team members.
- Partner with teammates at all levels of the organization to support the building and scaling of our high-performance culture.
- Provide expertise & solutions in the areas of employee relations, coaching/development, compensation, conflict management, organizational development and more.
- Drive programs supporting engagement, growth and retention of our teammates.
- Support and drive annual key initiatives including performance reviews and compensation planning.
- Proactively identify and streamline high traffic processes and programs.
- Work closely with HR Generalist to provide support with creating & operationalizing strategic initiative.
- Responsible for the development and implementation of company policies, and implementing inclusion and diverse programs and applying objective hiring procedures.

MINIMUM QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES)

- Bachelor’s Degree in Human Resources or equivalent experience.
- 5+ years of HR Leadership experience, preferably from a small to medium sized business.
- Expert knowledge of local employment law and HR best practices.
- Skilled in the practice of demonstrating a high level of confidentiality and discretion.
- Ability to balance genuine empathy and warmth to handle all manner of issues.
- Ability to develop positive working relationships across all levels and functions.
- Excellent communication skills, both written and spoken.
• Proven track record of positively influencing teams and their leaders.

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**PHYSICAL DEMANDS AND WORK ENVIRONMENT**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions.

While performing the duties of this position, the employee is regularly required to talk or hear. The employee frequently is required to use hands or fingers, handle or feel objects, tools, or controls. The employee is occasionally required to stand; walk; sit; and reach with hands and arms. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this position include close vision, distance vision, and the ability to adjust focus. The noise level in the work environment is usually low to moderate.

**OTHER**

• Possess good oral and written communications skills.
• Possess the highest integrity and values consistent with those of US Sailing.
• Importance of being a team player: All US Sailing employees are expected to be exceptional team players.
• Growing Membership: Each employee is expected to work together with the Member Engagement Department and assist in growing US Sailing membership.

**NOTE**

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.

 Reviewed with employee by

Signature: ___________________________ Name (print): ___________________________

Title: ___________________________________________ Date: ______________________

Received and accepted by

Signature: ___________________________ Name (print): ___________________________

Title: ___________________________________________ Date: ______________________

The company is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.