

## Job Announcement

**Position:** Part-Time Human Resources Officer

**Location:** New York/Remote

**Contract:** Part-Time (~20 hours/week)

### About the Global Center on Cooperative Security

The Global Center on Cooperative Security is an international nongovernmental organization that advances human rights–centered responses to political violence, violent extremism, and injustice worldwide. We believe cooperation among community groups, governments, and international organizations such as the United Nations is critical to achieving a just and secure world.

For over 20 years, the Global Center has worked to support communities affected by political violence, reform institutions, foster partnerships, and shape domestic and international security policies that protect human rights and civil liberties. Our diverse team of international experts have earned the trust of civil society groups, governments, international organizations, and private sector stakeholders alike.

Since 2004, we have implemented more than \$60 million in grant funding across 300 programs in more than 60 countries, working with governments, international organizations, the private sector, and community groups.

### Position summary

We are looking for a part-time (~20 hours/week) human resources (HR) expert to provide strategic and operational HR support. The ideal candidate will have extensive experience in HR management and a passion for working in the nonprofit sector. This role involves collaborating with our leadership team and the wider staff to develop and implement HR policies and practices that align with our organizational values and goals. While the position is primarily remote, the ideal candidate will be based in proximity to New York City for periodic in-person meetings.

### Essential responsibilities

- **Development and Advisement:** Assist in creating and refining job descriptions to accurately reflect roles and responsibilities.
- **Support Performance Review Process:** Contribute to the review process by attending reviews, with priority to senior members of the team. Support the Board Chair in conducting the Executive Director’s performance review.
- **Update Performance Review Process:** Update the performance review process to align with our career path matrix, compensation philosophy and any salary changes, budget permitting.

- **Salary Determinations:** Provide guidance on salary structures and determinations to ensure fair and competitive compensation consistent with the compensation philosophy and global footprint of the Global Center team.
- **Salary Benchmarking:** Undertake salary benchmarking as and when instructed and propose salary alignment strategies for consideration of the leadership team.
- **Staff Consultations:** Provide space for staff to confidentially voice HR related concerns.
- **Complaints and Redress Processes:** Develop strategies and processes to equitably facilitate the resolution of systemic and acute workplace complaints and conflicts, and advise on engaging independent third party support should the need arise.
- **Oversight and Advisement on Close Personal Relationships:** Advise on policies and procedures regarding close personal relationships (CPRs) within the organization. Produce annual memo to the board in advance of the first board meeting of each year, as required by the CPR policy.
- **Advisory Services:** Offer expert advisory services to staff responsible for team development, HR, and related matters.
- **Hiring, Reviews, Staff Training, Compliance:** Support hiring processes, performance reviews, staff training/professional development initiatives, and ensure compliance with relevant laws and regulations.

### **Minimum qualifications**

- Proven experience in HR management, preferably in the international nonprofit sector.
- Strong knowledge of non-profit HR and related compliance practices, policies, and procedures.
- Excellent written and oral communication and interpersonal skills, and an enthusiasm for building authentic relationships and working across lines of difference.
- Excellent organizational and time management skills, and ability to work collaboratively with professionals at different levels of seniority, across multiple time zones, in a remote setting.
- Exceptional creative problem solving with a curiosity to learn new things and explore new approaches.
- Demonstrated commitment to advancing and embedding equity and inclusion within programs, practices, and policies. Commitment to the [mission and values](#) of the Global Center.
- Exemplify the highest degree of professional integrity and ethics and the ability to maintain confidentiality as warranted.
- Adept at working with MS Office Suite (Word, PowerPoint, Excel) and comfortable learning new technology solutions and working remotely and independently.

### **Compensation**

The selected candidate would work on a part-time, 20 hours/week basis for an initial period of one year with an annual salary of approximately \$40,000 based on experience. The Global Center is a small organization with a highly collaborative, horizontal, and flexible work culture. The selected candidate would be expected to participate in certain meetings but would otherwise perform tasks independently.

As an Equal Opportunity Employer, the Global Center is committed to building a team that represents a diversity of backgrounds, perspectives, and skills. We do not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, physical or mental disability, national origin, veteran status, or any other classification protected under applicable law. All employment is decided on the basis of qualifications, merit, and business need.

### **How to apply**

Please submit: (1) cover letter; and (2) resume to [JoinOurTeam@globalcenter.org](mailto:JoinOurTeam@globalcenter.org), with the subject line "Human Resources – {first name, last name}". Candidates will be reviewed until a hire is made; no phone calls, please.