



ECHO HR/DEI Administrator

Job Title:	Human Resources/Diversity Equity & Inclusion Administrator (HR/DEI Administrator)
Department:	Finance
Reports To:	Chief Financial Officer
Date Created/Revised:	9/13/2021
Salary Range Begins At:	\$55,000
Position Type:	Full-Time, Exempt

Ending Community Homelessness Coalition (ECHO) is a leading agency coordinating services for persons experiencing homelessness and creating strategies to end homelessness in Austin and Travis County. We are a dynamic non-profit organization committed to designing and implementing community-wide policies and programs grounded on collaborative partnerships, data-driven decision making, as well as innovation, bold thinking, and creativity.

ECHO is hiring for the new position of Human Resources/Diversity Equity & Inclusion (HR/DEI) Administrator to establish sound HR systems that are grounded in DEI principles. This role should be able to ensure ECHO’s employees are supported while following labor laws.

Desired Qualities

The successful candidate is an experienced HR/DEI Administrator with proven knowledge of federal and state employment laws and regulations and effective strategies in the integration of DEI and HR. This candidate is an approachable, collaborative leader who has excellent communication skills (verbal, written, facilitation) and sound ethical judgement. The HR/DEI Administrator is a problem solver with acute critical thinking skills and the ability to maintain confidentiality and protect sensitive information. This candidate can balance multiple priorities in a fast-paced environment.

Essential Functions of the HR/DEI Administrator:

- Serve as a liaison between ECHO and TriNet (ECHO’s Professional Employer Organization) to determine system capabilities, implement and train staff on new initiatives, and make recommendations for integration of DEI into HR systems, processes, and structures.
- Prepare required HR documents including but not limited to offer letters and contractor agreements
- Maintain and organize employee files

- Liaise with Finance Director to ensure ECHO is meeting HR documentation required by grants
- Maintain employees in TriNet (ECHO's Professional Employer Organization), including new hires and I-9 verifications
- Manage employee onboarding and offboarding process and documentation, including offer letters, background checks and equipment return.
- Answer employee questions about HR/DEI related issues
- Assist payroll to provide relevant employee information
- Serve as a liaison between ECHO and IT Managed Service Provider to manage employee onboarding of hardware and software, ensuring new staff receive items and tools needed for their position.
- Lead Human Resources and Organizational Development (HR & OD) Systems Group comprised of a representative group of ECHO staff members who serve to advise, inform, and ground policies, systems, and processes.
- Review, analyze, and revise ECHO's current policies and handbook for completeness, compliance, and alignment with HR, DEI, HUD, OSHA and any other relevant practices and regulations.
- Add, specify, and finalize any ECHO policies that are not specified in the TriNet handbook (e.g., travel, family leave, etc.). Train ECHO staff on revised policies and procedures.
- Determine TriNet system capabilities for performance evaluation.
- Review and revise current performance evaluation tools and processes for integration of DEI and alignment with ECHO's guiding statements (mission, vision, philosophy of service, and expectations documents). Train ECHO staff on the revised performance evaluation system.
- Incorporate HR and DEI principles into recruiting, hiring, onboarding, training, and termination systems, processes, and documentation.
- Lead implementation of a comprehensive employee training program for onboarding and annual training of all ECHO staff in key subject matter areas.
- Lead implementation of an organizational development and employee appreciation program for ECHO staff in conjunction with the Employee Appreciation Team.
- Review and revise ECHO's HR record retention systems and practices.
- Other duties as assigned.

Experience and Skills

- Direct experience and certification in the Human Resources field that would result in knowledge equivalent to having earned Bachelor's Degree from accredited institution in Human Resources or related field or such degree.
- Minimum of 5 years of relevant experience working in a Human Resource role.
- Minimum of 3 years' experience integrating racial equity practices in an HR setting.

- Knowledge of federal and state laws, regulations, and guidelines governing the HR field.
- Experience implementing employee training and organizational development programs.
- Excellent verbal and written communication skills, organizational skills and attention to detail.
- Excellent meeting facilitation and collaborative leadership skills.
- Excellent interpersonal, negotiation, and conflict resolution skills.
- Excellent time management skills with a proven ability to meet deadlines.
- Must be able to take direction and be self-motivated in tasks, ability to prioritize tasks.
- Strong analytical and problem-solving skills.
- Ability to act with integrity, respect, and confidentiality.

Physical Demands and Work Environment

- Regular movement associated with hooking up personal computers, laptops, and other office equipment, driving to meetings and hold in person and telephone conversations, lifting to 20 lbs., bending, carrying, crouching, driving, fine dexterity, handing, hearing, reaching, sitting, standing, talking, typing, vision, and walking, among others.
- Reasonable accommodations may be made to enable people with disabilities to perform the essential functions of the job.
- Suitable office space near other ECHO staff; site visits to multiple offices of HMIS end-users across Austin / Travis County.

ECHO Core Mission Values:

Ideal candidate will share ECHO's core mission values that housing is a basic human right, that system collaboration is key to ending homelessness, and that all individuals and families deserve resources and opportunities to end their homelessness.

Equal Opportunity:

ECHO does not discriminate against any employee or job applicant because of race, color, religion, national origin, sex, sexual orientation, gender identity, veteran status, physical or mental disability, or age. Women, minorities, veterans, people with lived experience of homelessness, and other diverse populations are encouraged to apply.

How to Apply:

ECHO is an equitable opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

This position is open until filled.

Qualified candidates are invited to send a cover letter and resume to hadmin@austinecho.org