Our Mission: To create and support 1:1 and virtual mentoring relationship that ignite the power and promise of youth.

At Big Brothers Big Sisters of America, diversity, equity, and inclusion (DEI) is an integral part of our values and mission. We recognize, affirm, and celebrate the diverse backgrounds, lives, and experiences of all of our stakeholders, including youth, families, donors, volunteers, and staff. We ensure the opportunity for all voices and perspectives to be heard and honored. In the workplace, we foster an environment where all people can be their best selves. We affirm that every person [regardless of ability, age, cultural background, ethnicity, faith, gender, gender identity, gender expression, ideology, income, national origin, race or sexual orientation, marital or veteran status] has the opportunity to reach their full potential. We strive to realize the full potential that is within all of us by ensuring that all voices and perspectives are heard and honored.

Each employee in Big Brothers Big Sisters of Puget Sound helps to extend the mission of the agency in particular ways as outlined in the position description. The essential functions of the position include but are not limited to the following:

Your role in helping us shape the future:

Position Summary:

As a member of the Big Brothers and Big Sisters of Puget Sound Administration team, the Sr. HRBP will collaborate with others to create human resource services, systems, and practices that support people strategies and Big Brothers and Big Sisters of Puget Sound Culture. The incumbent will develop, evaluate, and maintain Human Resource policies and procedures in support of the employment lifecycle. This position will provide operational and functional consultation regarding policies and procedures, state and federal regulations, performance management, and employee relations. The HRBP serves as a strategic HR advisor to the BBBSPS leadership team.

Leadership Skills:

Empower Talent Value Leaders to influence and drive talent initiatives that generate real business value.

- Critical thinking and problem-solving
- Change Management
- People Management
• Persuasion & Influence
• Effective Communication
• Strategic Thinking
• Vulnerability

Employee Relations skills required:

• Workplace conflicts
• Conflict Resolution
• Laws Impacting HR
• Disparate Treatment and Disparate Impact
• Discrimination and Harassment
• Retaliation
• Internal Investigations
• Performance Management

HR Management Skills:

• Use a racial equity lens to develop, evaluate, and maintain HR policies, procedures, and processes that fit within the organization’s culture.
• Develop, evaluate, and maintain trauma-informed policies, practices, and processes to support Big Brothers Big Sisters as a mentoring agency
• Develop management principles and practices to assure management skills in executing HR practice, understanding that quality supervisory experiences are the key to employee retention.
• Engage directly with all levels of employees at all locations promoting equity through coaching, promoting productive conflict, and employee engagement leading through the lens of race.
• Identify and monitor trends to develop workforce planning.
• Manage HR compliance processes and reporting to outside agencies.
• Collaborate and partner with HR colleagues to implement and support human resource projects and initiatives.
• Cultivate effective relationships with all levels of employees to effectively perform job duties.

Additional Functions:

• Facilitate assigned HR related trainings.
• Attend regular program meetings, as determined by supervisor, monthly all-staff meetings and bi-annual retreats
• Serve on organization committees, task forces, and/or work groups.
• Other duties as assigned.

Knowledge, Skills and Abilities:

Required:

• Bachelor’s degree in Business Administration, Human Resources, Psychology or closely allied field; OR 10 years equivalent experience demonstrating human resources acumen.
- Human Resources Certification (PHR, SPHR, SHRM-CP, or SHRM-SCP).
- 5 years’ experience in multiple human resource management areas; such as, diversity and inclusion, leading major change initiatives, training, recruitment, employee relations, and talent management and development.
- Demonstrated experience conducting workplace investigations, providing employee relations consultation to supervisors, and drafting and implementing HR related policies.
- Working knowledge and application of federal and state employment laws; such as, FMLA, FLSA, ADA, L&I, Title VII, and Washington State Laws.
- Demonstrated ability to build effective working relationships with individuals of various ages, cultures, socioeconomic backgrounds and abilities.
- Ability and aptitude with Microsoft Office Suite and other technology necessary for successful day-to-day functioning in business environment.
- Reliable transportation and if driving on Treehouse business, current driver’s license and minimum WA State driver insurance coverage required. Driving record must be approved by Treehouse insurance provider.
- Must satisfy Washington State criminal background requirements for working with youth and vulnerable adults.
- Supervisory experience.

Desired

- Master’s degree in Business Administration, Human Resources, or closely allied field.

Physical and Mental Requirements:

- Physical Requirements - long periods of sitting, fine motor skills for extensive computer work, working with other office/computer equipment.
- Able to handle high stress environment.

Working Conditions - Working remotely and attending meetings virtually. Up to 50% travel to meet with employees at all Big Brothers and Big Sisters of Puget Sound locations or attend meetings or all-staff retreats.

Equal Employment Opportunity
BBBSPS is committed to the principle of equal employment opportunity for all qualified individuals. All employment decisions are based on business needs, job requirements and individual qualifications, without regard to race, color, religion, national, social or ethnic origin, sex (including pregnancy), age, physical, mental or sensory disability, sexual orientation, gender identity and/or expression, marital, civil union or domestic partnership status, past or present military service, family medical history or genetic information, family or parental status, or any other status protected by the laws or regulations in the locations where we operate.

Americans with Disabilities Act
Applicants as well as employees who are or become disabled must be able to perform the essential duties & responsibilities either unaided or with reasonable accommodation. The organization shall determine reasonable accommodation on a case-by-case basis in accordance with applicable law.