**VOICES OF HOPE**

**Job Title**: Human Resources and Wellness Manager

**Reports to**: Executive Director

**Status**: Full-time, hourly, non-exempt

**Salary**: $21-$24/hour

**Agency Guiding Principles:**

At Voices of Hope, all staff are expected to contribute to a collaborative, inclusive, and survivor-centered work environment. This includes a willingness to learn and grow, share and honor diverse lived experiences, and engage ethically and relationally with clients, coworkers, and the community. Staff should be open to feedback, committed to ongoing self-reflection, and able to navigate challenges in ways that align with our mission, values, and guiding principles. We ask team members to take ownership of their personal wellbeing, maintain healthy boundaries, and continuously examine their own biases to support equitable, responsive, and healing-centered practices. A shared investment in our organizational guiding principles is essential to our collective work toward creating a world free from violence.

**Position Responsibilities:**

**1. Hire and Staff Support**

* Organize employee hiring, orientation, onboarding, and training/staff development programs.
* Contact applicant references and conduct background checks as required by company policy.
* Provide information and guidance on employee benefits, programs, and educational opportunities.
* Coordinate staff wellness and safety committees.

**2. Program and Administrative**

* Perform general clerical and administrative duties.
* Track and manage inventory for supply purchases.
* Complete tasks as assigned by the Executive Director.
* As needed, provide operational support for intervention, education, and prevention programs.

**3. Technology Management**

* Serve as liaison between agency staff and external IT providers; basic device configuration and training to staff during onboarding.
* Utilize Microsoft Office products and QuickBooks to support daily operations.
* Maintain inventory.
* Demonstrate comfort and adaptability with technology platforms to complete assigned tasks.

**4. Documentation and Organization**

* Meet established deadlines and maintain accuracy in deliverables.
* Maintain comprehensive employee records and files for a team of 20-30 staff members.
* Record and transcribe meeting minutes for board/staff meetings and community partner sessions.
* Support recordkeeping requirements to facilitate grant reporting and annual audit processes.

**5. Professional Development and Agency Engagement**

* Attend required staff meetings, case reviews, and professional development opportunities.
* Adhere to all organizational policies, procedures, and standards established by Voices of Hope.
* Stay current on human resources best practices through a trauma-conscious, survivor-centered approach.
* Perform additional duties as assigned to support organizational objectives.

**QUALIFICATION**: The ideal candidate will bring strong communication skills, both verbal and written; exceptional interpersonal skills; experience with hiring and general office responsibilities and procedures. The candidate must be detail-oriented and organized, with a passion for supporting survivors of relationship violence and promoting social change. Voices of Hope encourages candidates with lived experience as well as those who are bilingual to apply.

**TO APPLY**: Submit a cover letter, resume, and three references to: Voices of Hope, 2545 N St., Lincoln, NE 68510. ATTN: HR/Wellness Selection Committee. Or email application items to vohadmin@voicesofhopelincoln.org. Applications will be reviewed through 10/01/25. Position will be opened until filled.

**EQUAL OPPORTUNITY EMPLOYER:** Voices of Hope is proud of our staff members and their passion for helping victims of domestic violence and sexual assault. We do not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity and/or expression, status as a veteran, disability, or any other federal, state, or local protected class.