



## People and Operations Manager

The National Young Farmers Coalition (Young Farmers) shifts power and changes policy to equitably resource a new generation of working farmers. We envision a just future where farming is free of racial violence, accessible to communities, oriented towards environmental well-being, and concerned with health over profit. Since our founding in 2010, we have grown our grassroots network to over 200,000 farmers and supporters and have won historic investments in beginning farmer training, outreach to farmers of color, farmland conservation, and accessible COVID relief.

**Young Farmers seeks a People and Operations Manager to streamline our human resources efforts and serve as an integral member of the Operations and Accountability team.** You will help steward our people operations, primarily providing support and gathering feedback regularly from those involved in our hiring, benefits enrollment and review, and performance evaluation processes. Additionally, you'll work with organization leadership on ensuring multi-state and federal compliance for the organization, supporting professional development opportunities to increase our organizational capacity, and contribute to the second annual Young Farmers Accountability Report.

In alignment with our commitment to racial equity, the right candidate for this role will be excited at the challenge of creating equitable human resources and operations policies, and developing an accountable culture of feedback at Young Farmers in close collaboration with the Culture and Operations Manager. **The People and Operations Manager position is a full-time, remote position with a preference for candidates residing in New York State.**

The National Young Farmers Coalition is an equal opportunity employer and does not discriminate on the basis of race, ethnicity, age, religion, gender, marital status, sexual orientation, disability, veteran status, political orientation, or any other characteristic protected by federal, state, or local law.

We strongly encourage applications from people of color, people from working class backgrounds, women, LGBTQ people, or those who are members of other marginalized communities. Data shows that women and BIPOC candidates more frequently do not apply to a job because they don't feel that they meet all of the qualifications listed. **Our job descriptions are general overviews, not a mandatory comprehensive list.** If you feel passionate about our efforts and believe that you have the skills to contribute to the growth of our organization, we want to hear from you!

## Responsibilities

### *Human Resources*

- Provide an effective HR advisory service to employees and the leadership team.
- Steward employee benefits and insurance enrollment, renewal, and review processes
- Oversee and support hiring processes in close collaboration with hiring managers and in alignment
- Support new employee onboarding process and manage HR records retention
- Oversee payroll, state tax registration and updates, and PTO tracking within Paychex (payroll and time tracking software) in collaboration with Culture and Operations Manager and Bookkeeping consultant.
- Implement staff feedback opportunities and informed recommendations for employee retention recommendations to leadership.
- Maintain compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews policies and practices to maintain compliance.
- Maintain knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.

### *Operations*

- Support on operational efficiency projects, including annual assessment of operations procedures, improving staff performance across the organization, and bettering organization culture to retain and recruit talented staff.
- Support on updating organizational policies and handbooks.
- Support on staff retreat and internship program planning.
- Support on software and technology troubleshooting and training.

## Qualifications

*This could be the right position for you, if you:*

- Are committed to social justice and are eager to apply your racial equity analysis and intersectional approach to creating impactful internal policy.
- Bring experience providing human resources services and support to a growing organization.
- Enjoy working with staff to ensure their satisfaction with organizational benefits; walking them through policies, and supporting claims and renewal processes.
- Are comfortable supporting the hiring processes for a growing staff, and working to ensure a universally accountable staff experience at Young Farmers.
- Have experience with non-profit insurance enrollment and compliance, including familiarity with state tax registration, and employment and health/sick time regulation.
- Are meticulous about remembering all the details, being organized, and working collaboratively across teams.

- Embody proactive problem-solving, decision-making, and project management skills that incorporate marginalized perspectives.

*The ideal candidate may also have:*

- PHR or SHRM Certification.
- Experience working in a fully remote environment.
- Experience supporting HR regulations and compliance across multiple states.
- Experience troubleshooting ad hoc operations and technology related obstacles.
- Experience supporting internal auditing and organizational reporting efforts.
- Experience working at nonprofit organizations.
- Experience working on a farm or ranch and/or rooted in the agricultural community.

### **Schedule and Compensation**

- Full-time schedule, typically 9am-5pm Monday through Friday.
- The current salary range for this role is \$53,500-\$58,000, in accordance with our organization's [Compensation Guidelines](#) for 2021 but will be updated based on our soon to be completed 2022 guidelines.
- Young Farmers offers a competitive benefits package, including health and dental insurance, retirement matching, generous paid time off, and paid family leave.

**Apply by November 8th using the form at [www.youngfarmers.org/about/jobs/](http://www.youngfarmers.org/about/jobs/) to be considered in the first wave of interviews.** After November 8th, applications will be reviewed as they are received until the position is filled.

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### **Please include in your cover letter:**

1. What interests you about this position, and Young Farmers?
2. Do you have experience working in human resources (insurance enrollment, benefits administration, hiring, performance recognition, etc.)?
3. Anything else you think we should know during the materials review process (like you're a state tax registration and employment guru, for instance)?