



Position: Human Resources Manager

Location: Hybrid (Oregon-based; Eugene area preferred; remote flexibility considered)

Position Type: Full-Time, Exempt

Union Status: This is a *non-bargaining unit position* and is not represented by the union.

Salary Range: \$70,000–\$75,000 annually

Reports to: Executive Director

How To Apply

Send your resume and cover letter to hiring@beyondtoxics.org with the subject line: HR Manager Application.

About Beyond Toxics

Beyond Toxics is an Oregon-based environmental justice nonprofit dedicated to building a community-driven movement for clean air, safe water, and healthy, resilient communities. Grounded in equity, collaboration, and the belief that frontline communities must be centered in environmental policy, we work across the state to hold polluters accountable, advance bold climate justice solutions, strengthen public health protections, and support communities most impacted by environmental harm.

We are a small but deeply committed team of 11 staff members working in a dynamic, values-driven environment. We pride ourselves on a culture rooted in learning, transparency, compassion, and accountability. As we enter our first collective bargaining process with a newly formed staff union, we are seeking an HR professional who can help strengthen our internal systems while supporting a healthy, equitable workplace culture.

Position Summary

The Human Resources Manager is a key member of the leadership team, responsible for developing, implementing, and overseeing HR systems, policies, and practices that nurture an equitable, mission-aligned, and legally compliant workplace. This is a hands-on role that will shape the organization's HR

infrastructure as we grow, including employee relations, recruitment, performance management, benefits administration, HRIS development, policy updates, and staff wellbeing initiatives.

This position also plays a meaningful role in supporting Beyond Toxics during its first collective bargaining agreement (CBA) negotiation process. The HR Manager will attend bargaining sessions (as appropriate), support labor-management communication, assist with grievance processes, and ensure that policies, practices, and systems align with the CBA once finalized.

Key Responsibilities

Human Resources Systems & Compliance

- Develop, implement, and maintain HR policies, procedures, and systems aligned with organizational values and applicable laws.
- Update the employee handbook to reflect best practices and CBA requirements (once CBA is finalized).
- Manage HRIS functions, personnel files, benefits systems, and compliance documentation.
- Coordinate with bookkeeper on payroll review and HR-related payroll changes.
- Oversee workers' compensation, OSHA compliance, safety procedures, and reporting.
- Conduct and document internal HR investigations as needed.

Employee Relations, Labor Relations & Collective Bargaining Support

- Serve as a resource for staff and supervisors regarding HR policies, conflict resolution, and workplace concerns.
- Provide ongoing support related to labor-management relations and communication.
- Participate in collective bargaining sessions as a management representative.
- Support implementation of the CBA once adopted.
- Assist with grievance procedures and documentation.

Recruitment, Onboarding & Offboarding

- Lead recruitment processes, including job postings, screening candidates, and interviews.
- Develop equitable hiring practices and recruitment pipelines.
- Manage onboarding and offboarding processes, including orientation, paperwork, and exit interviews.

Performance Management & Staff Development

- Oversee the annual performance evaluation process.
- Provide training and guidance to supervisors on coaching, feedback, and conflict resolution.
- Support staff development, wellbeing initiatives, and a collaborative workplace culture.
- Coordinate or deliver trainings related to policies, culture, and best practices.

Required Qualifications

- Minimum requirement of a relevant bachelor's degree with 3–5 years of professional HR experience, or a total of 7-10 years professional HR experience.
- Experience with HR operations such as employee relations, benefits administration, investigations, hiring, job classification, compensation analyses, and onboarding.
- Strong, up-to-date knowledge of federal and Oregon state employment laws.
- Experience fostering equitable, inclusive, and values-aligned workplace practices.
- Ability to handle sensitive information with confidentiality and integrity.

Preferred Qualifications

- Experience in a unionized workplace or supporting collective bargaining processes.
- HR certification such as SHRM-CP, SHRM-SCP, PHR, or SPHR.
- Experience with HRIS or database implementation.
- Background in environmental, social justice, or community-based organizations.