



## Human Resources Manager

**JOB OVERVIEW:** Under the general supervision of the CEO, Aspen Center for Environmental Studies (ACES) seeks a part-time Human Resources (HR) Manager (generalist) to lead, manage and oversee all aspects of HR.

**About ACES:** ACES is a nonprofit environmental science education organization comprised of roughly 40 employees. We have three locations: Hallam Lake, Rock Bottom Ranch, and Catto Center at Toklat. Since 1968, ACES has inspired a life-long commitment to the earth by providing innovative and immersive programming for all ages. Our programs focus on ecological literacy, regenerative agriculture, forest and ecosystem health, land restoration, and environmental leadership.

ACES works to contribute to a national agenda for increased environmental awareness. Our programs reach over 140,000 individuals every year. We teach daily in schools from Aspen to Rifle, provide kids camps, adult classes, guided hikes and field programs for all ages, with 70 partner organizations. ACES also works diligently to directly affect climate change education, awareness and action, as well as action on other current environmental issues. We also engage our community by hosting public lectures and events. ACES collaborates with land trusts public agencies, and other nonprofits to achieve our mission.

### Primary Duties and Responsibilities:

*The following duty statements are illustrative of the essential functions of the job and do not include other non-essential or marginal duties that may be required. ACES reserves the right to modify or change the duties or essential functions of this job at any time.*

Develops, maintains and administers personnel management programs encompassing all functional areas of staff relations including recruitment, selection and hiring of staff in conjunction with department heads.

Stays current and interprets, implements and enforces pertinent FMLA, FLSA, ADA, HIPAA, COBRA and all other human resources employment laws. Identifies other government reporting regulations affecting human resources functions, e.g. CARES Act, 1099 filing, waivers/contracts, unemployment, etc., and ensures policies, procedures, and reporting are in compliance.

Administers and negotiates benefit plan renewals for medical, dental, retirement, disability, supplemental insurance, retirement, PTO program, sick leave, FSA and EAP.

Manages and tracks personnel transactions such as hires, promotions, transfers, performance reviews, terminations, and employee statistics for government reporting. Assists with recruits, interviews, and selection of employees to fill vacant positions.

Plans and conducts new employee orientation and training to foster positive attitude toward organizational goals. Coordinates management training in interviewing, hiring, terminations,



promotions, safety, and sexual harassment.

Advises management in appropriate resolution of employee relations issues. Responds to inquiries regarding policies, procedures, and programs.

Enforces employee handbook, writes, revises and interprets personnel policies, rules and procedures. Maintains and updates job descriptions as needed.

Administers performance review program to ensure effectiveness, compliance, and equity within organization and manages discipline, terminations, grievances, and conflict resolution.

Leads organizational risk management initiatives and sets pertinent policies. Investigates accidents and prepares reports for insurance carrier.

Prepares budget of human resources operations and maintains personnel records and evaluates records and policies.

Prepares employee onboarding and offboarding processes including separation notices, drafting job descriptions, offer letters and related documentation, and conducts exit interviews.

Promotes team building, communication, and leadership throughout the organization. This may include leading the organization's culture initiatives as well as diversity, equity and inclusion initiatives.

Develops, administers and monitors COVID protocols to ensure staff safety.

Supervises employee housing program and associated agreements, policies and protocols.

Performs other duties as assigned, required or requested.

#### **DESIRED QUALIFICATIONS:**

1. Demonstrate knowledge and expertise of personnel recruitment, selection, training, compensation and benefits administration.
2. Excellent written, interpersonal, and verbal communication skills, with experience and comfort in public speaking. Manager must communicate effectively with a variety of stakeholders to identify opportunities to enhance and improve pertinent program elements and effectiveness.
3. Must have exceptional time-management skills to manage projects on a tight timeline with a high level of attention to detail, quality, and professionalism.
4. Must be highly organized and have strong administrative skills.
5. A key attribute of the Manager is that they must be self-motivated, internally driven and able to problem-solve and make decisions that balance input from the senior management team while moving tasks forward in an efficient and expeditious way.
6. Must maintain a high level of integrity and professionalism when dealing with ethical and legal situations and be able to maintain strict confidentiality
7. Ability to give attention, confidentiality, and sensitivity to special personnel situations that may arise. One must display a professional demeanor at all times.



### **Experience and Training**

Minimum Bachelor's Degree in business, human resources or relevant field, plus minimum three years relevant professional HR experience. While a pertinent college degree is preferred, individual reputation, knowledge, training and work experience in HR will be the key criteria. SHRM or HRCI HR certification helpful.

### **Physical Requirements**

- Ability to conduct activities involving moderate standing, walking, and substantial sitting.
- Ability to lift boxes weighing 25 pounds.
- Ability to hear and respond to phone calls and conversations.
- Ability to work at a desk for prolonged periods of time; sitting, typing, answer the phone, etc.

### **Environmental Conditions**

The majority of this position duty is performed within an indoor, office environment.

### **Reporting Relationships**

This position reports to the CEO of ACES.

### **Location**

This is a part-time (10-25 hours/week), year-round position based at Hallam Lake, Aspen, Colorado.

### **Benefits and Compensation**

Salary range \$18-\$35/hr commensurate with experience. Since this is a part-time position, this position is not eligible for ACES' benefit package.

### **Start Date**

March 15, 2021 or when filled.

### **Application Submission**

Email cover letter and resume to [careers@aspennature.org](mailto:careers@aspennature.org). Deadline for receipt of complete application is March 1, 2021.

Aspen Center for Environmental Studies (ACES) is an Equal Opportunity Employer. ACES does not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, genetic information, veteran status or any other basis covered by appropriate law. All employment is decided on the basis of qualifications, merit, and organizational need.