



## Hiring Announcement

- Job Title:** Senior Manager of Human Resources and Operations
- Reports to:** Director of Development and Finance
- Status:** Full-time, exempt, salaried employee
- Compensation:** \$85,000 with an annual salary and cost of living increase according to policy
- Location:** Remote - working location and hours are mostly flexible, but travel to Central California is expected 2-3 times per year. Specific working hours will sometimes be required for meetings that take place in Pacific Time (including 1-2 evenings/month).
- Benefits:** ARC covers 80% of medical and dental insurance premiums for employees & their family members for medical and dental insurance. The PTO package includes 26 days of paid vacation, 12 days of sick leave, 10 holidays, and other types of leave. Reimbursement policies exist for computers, office supplies, cell phone service, and more. ARC provides funding for professional development each year.

### ABOUT ARC

Adventure Risk Challenge (ARC) is a youth development non-profit founded in 2004. Our immersive, multi-year program progression engages high school youth in rural communities of the Sierra Nevada and the Central Valley whose identities are underrepresented in the outdoors and higher education, especially English learners and first generation students. We have four areas of outcome goals and intentionally design every aspect of our programming to support students in developing literacy skills (writing, reading, and public speaking), community & belonging, leadership skills, and outdoor experiences & connection. To learn about the impact of ARC's programs, read our most-recent ["Year in Review"](#) book and watch our video ["ARC Family: A Profile of Three Sibling Participants"](#). To learn more about ARC's summer courses, watch ["In Our Own Words"](#). You can also read [student writing from past summers](#) to see the work they complete in our outdoor classrooms.

ARC recognizes that injustice exists in all aspects of society. Our programs aim to eliminate barriers and create pathways for youth to achieve academic success, to access outdoor spaces, and to exercise leadership in our communities and beyond. ARC is dedicated to actively implementing organizational practices and developing leadership opportunities that promote equity, diversity, and inclusion.

## **JOB DESCRIPTION**

We are hiring a full-time Senior Manager of Human Resources (HR) & Operations. This position consolidates responsibilities from several different staff members into one new role. This is an opportunity for an experienced, systems-minded person to create processes that will serve ARC more effectively. We plan to select an applicant who has enough experience to hit the ground running in at least one category of job responsibilities (preferably HR). This person will be responsible for management of all HR projects and tasks, sometimes in collaboration with another supervisor (such as a recruitment and onboarding process for a new employee). They will also be responsible for ARC's financial bookkeeping, including monthly and annual finance administration projects. The Senior Manager of HR & Operations will be responsible for managing ARC's organizational insurance policies and organizational compliance, and they will be responsible for the management of some operational systems (listed below).

## **JOB RESPONSIBILITIES**

- Human Resources (35%)
  - Benefits administration
  - Recruiting and onboarding new employees
  - Maintaining employee files, including certifications and background checks, for 12 year-round employees and six seasonal/summer employees
  - Employee timekeeping & bi-monthly payroll preparation
  - Employee policy updating and maintenance + employee handbook upkeep
- Bookkeeping & Finance (30%)
  - Monthly bookkeeping in QuickBooks Online for annual expenses and revenue of approximately \$1,350,000
  - Expense management using Bill.com/Divvy
  - Financial reporting to the Board of Directors every other month
  - Annual taxes (Form 990) and other financial reporting to government agencies
  - Annual budget creation in collaboration with leadership team
  - Programmatic budget management & staff training in tandem with Program Director
- Organizational Operations (25%)
  - Salesforce database management
  - File storage management
  - Fleet management
  - Mail service management
- Organizational Risk Management & Compliance (10%)
  - Insurance policy management
  - Legal compliance and annual renewal with state and federal agencies

## OUR IDEAL CANDIDATE HAS

- Personal qualities:
  - You are committed to positive youth development, equitable access to education and the outdoors, and strengths-based leadership. You have prior work experience at a mission-driven organization.
  - Your values align with ARC's: you bring your authentic self to work; you have a growth-oriented mindset; you strive to make spaces and systems more inclusive; you approach your work with integrity; and you prioritize stewardship of yourself, other people, and the natural world.
- Human Resources experience:
  - You have 5+ years of experience with progressive responsibility working in human resources, preferably in a nonprofit organization.
  - You have a deep commitment to equity. You know how to recognize systemic problems that exist in human resources and have successfully changed policies or norms to reduce barriers and be more inclusive of marginalized groups.
- Finance Administration experience:
  - You have 2+ years of experience with bookkeeping or financial administration, preferably in a nonprofit organization.
  - You approach financial management with an abundance mindset while carefully stewarding resources. You have experience navigating nonprofit accounting standards, creating budgets, and explaining financial reports to multiple audiences.
- Professional skills and strengths:
  - You have strong interpersonal skills and can connect effectively with staff and board members. You acknowledge your mistakes. You welcome the opportunity to give and receive feedback.
  - You have a proven track record of working autonomously and being reliable. You have 2+ years of experience working remotely from your team and have developed systems to be effective in this environment. You are flexible and adaptable, pivoting when necessary.
  - You are meticulously organized and more detail-oriented than most of your colleagues.
  - You have 2+ years of experience creating and editing complex Excel workbooks and working within platforms ARC uses regularly: Quickbooks, Salesforce, and Google Workspace.
  - You manage your time well, shifting priorities in order to meet deadlines. You are not thrown off by competing demands and can communicate clearly with your colleagues when you need help and when you have extra capacity to support others.

**TO APPLY:** If you are excited about this job description and have relevant experience, we encourage you to apply. We're eager to receive applications from people who support our vision that all youth are stewards of their own futures, their communities, and the environment. Candidates who are from communities underrepresented in outdoor education are especially encouraged to apply.

Please email your resume and a cover letter, which explains your interest and helps us to understand how your experience, strengths, and values will make you an ideal candidate for this position, to Sarah Ottley at [sarah@adventureriskchallenge.org](mailto:sarah@adventureriskchallenge.org). We encourage you to apply by Monday, January 13, when we will begin reviewing applications, but the application will remain open until January 31.