



HR Director

About YR Media:

Headquartered in Oakland, CA, YR Media is a one-of-a-kind, youth-driven production company which, through a variety of outlets including our own platform, reaches audiences in the tens of millions. YR Media is the winner of multiple journalism honors including the Peabody, Columbia-Dupont, Kennedy, Murrow, and White House Awards.

We are at a pivotal point in the organization's life as we enter into an exciting phase of growth and expansion as a national network. As we grow, we seek exceptional talent with an entrepreneurial spirit, who can lead us to the future of YR Media.

At YR Media we hire smart, passionate people who connect with our values and seek a collaborative environment where employees can do their best work. We seek people who are hard working, creative, fun and driven to go above and beyond to take our organization to the next level. We hire people who believe in the talent and potential of every young person and consider it a great opportunity to collaborate with them to create something new and important.

About the Position:

We are looking for an experienced Human Resources Director who is excited by the challenge of taking our youth driven, non-profit media enterprise to the next level. S/he will lead the team in building a culture of creativity and collaboration which supports staff in achieving high performance standards. The HR Director will work closely with the COO and Executive Team to ensure that all HR operations are carried out smoothly and effectively. S/he will build, refine and manage HR processes and programs, including recruitment and selection, onboarding/offboarding, employee experience, performance management, compliance, etc. The role is a blend of operational and strategic initiatives to align people operations with YR Media's mission and strategic direction.

Position Responsibilities:

- Manage all HR processes, procedures and programs to align people operations with the organization's strategic objectives to support a healthy, sustainable, high-performance culture
- Manage the recruitment and selection process; develop staffing strategies to build and identify talent pipelines within and outside of YR Media.
- Assist in the development and administration of company-sponsored benefits programs and insurance programs including 403(b), health/dental/vision insurance, leave of absences, commuter benefits, etc.
- Serve as partner and knowledgeable resource to managers on all matters related to human resources and talent management
- Design and implement training and development strategies, plans and systems to ensure the organization is skilled to meet current and future needs.
- Develop transparent employment pathways that promote professional career growth opportunities

- Manage the annual performance review process and calendar, providing appropriate documentation, training, and instructions to management (with continuous improvement of the process)
- Ensure ongoing compliance with all relevant local, state and federal laws
- Work with the Chief Operating Officer to annually review company policies and Employee Handbook. Write and develop policies as required, and communicate changes to personnel policies and procedures to employees to ensure compliance.
- Maintain current knowledge and understanding of regulations, nonprofit trends, current best practices, new developments, and applicable laws regarding human resources management.

Knowledge, Skills and Qualifications

- Bachelor's degree in HR, Business Administration, or related field.
- Must have 7 to 10 years of broad-based HR experience, with considerable non-profit business operations experience.
- Experience creating strong talent pipelines and a demonstrated ability to recruit employees and manage hiring process.
- Demonstrated experience with developing and managing employee benefit programs.
- Demonstrated knowledge of applicable state and federal employment laws and governmental compliance requirements
- Ability to communicate across all levels of the organization and exercise a high degree of confidentiality, professionalism and diplomacy to accomplish objectives.
- Demonstrated strategic planning and visioning experience in a nonprofit environment.
- PHR/SPHR certification a plus