



Manager

Reports to: Executive Director

Latest update: April 2023

The International Legal Foundation is seeking a Human Resources professional to join our New York office and work with a committed and diverse global team that is based in ILF offices around the world. This position provides an opportunity to be a member of an enthusiastic and diverse team that is committed to continually advancing local leadership, ownership and decision making.

Established as a not-for-profit organization in 2001, the ILF is a leading global advocate for the right to counsel. Our mission is to make justice a reality for poor people by fighting to guarantee high-quality legal representation for everyone arrested or detained. Around the world, we provide criminal defense services and build sustainable, effective legal aid institutions.

Headquartered in New York City, the ILF has legal aid programs operating in Afghanistan, the Republic of Georgia, Indonesia, Myanmar, Nepal, Palestine, and Tunisia. To date, ILF lawyers have represented more than 80,000 people suspected or accused of criminal offenses and trained thousands of legal aid lawyers to provide quality legal aid services. The ILF also performs high-level advocacy, pushing countries, international institutions, and donors to prioritize legal aid as a fundamental human right and a crucial global development issue. Our work prevents torture and mistreatment, promotes alternatives to detention, and builds fair and effective justice systems.

Responsibilities:

Human Resources

- Manage all aspects of the New York office's human resources for both in-person and remote employees. This includes recruitment, benefits, performance management, performance improvement plans, employee relations issues, employment law compliance, training, onboarding and offboarding employees, consultants, interns and volunteers
- Work with all staff to enhance and strengthen the ILF's commitment to Diversity, Equity and Inclusion and infuse this commitment into the ILF's organizational culture
- Serve as a member of the global HR team supporting ILF branch offices and advice and assistance programs, working together to ensure all laws, ILF policies and procedures, and best practices are followed and that all staff are kept aware of ILF policies and procedures
- Ensure staff are regularly trained on ILF policies including but not limited to: Non-Discriminatory Policy, Whistleblower Policy, Substance Abuse Policy, Anti-Bribery and Anti-Corruption Policy and Protection from Sexual Exploitation and Abuse Policy
- Ensure employee benefits are up to date, and explore best options for employee benefits
- Regularly update Employee Manual to ensure compliance with New York and Federal law

- Ensure that New York holidays and employee accrued time off are up to date in the ILF's online time tracking system, including manually adding Time Off for Travel. Keep shared calendar up to date with holidays and New York employee travel schedule
- Payroll processing for New York staff
- Ensure the ILF organizational charts are up to date

Office Management

- Maintain insurance policies and remain up to date on insurance trends
- Serve as IT point person for New York staff. Create new email accounts for new employees, consultants, interns and volunteers and add to the appropriate distribution lists. Suspend accounts when needed.
- Ensure bills are paid and receipts are provided to the Finance team
- Manage the New York office procurement and ensure procedures are followed and documented. Keep New York office inventory up to date
- Arrange meetings and staff or program events as needed
- Enter contacts and donations received by check into database
- Arrange Board of Directors meetings and keep all meeting minutes. Assist executive director with meetings, including drafting and approval for all board resolutions.

- Other duties as assigned

Skills and Experience:

- 3 to 5 years of experience in human resources required, experience in international nongovernmental organizations human resources departments a plus
- Strong commitment to the ILF's mission and values
- Bachelor's degree required
- Experience with remote worker policies a plus
- Experience with payroll and benefits preferred
- Experience managing IT preferred. Experience with Office 365 and Sharepoint a plus.
- A successful track record in setting priorities; keen analytic, organization and problem solving skills which support and enable sound decision making
- Excellent communication and relationship building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders
- A multi-tasker with the ability to wear many hats in a fast-paced environment
- Ability to travel as needed to post conflict and transitioning countries

Kindly submit a resume and cover letter with salary expectations to jobs@theilf.org by May 12, 2023. No telephone inquiries please. Only candidates selected for interview will be contacted.

Antiracism, diversity, and equity are critical to the ILF's mission to secure equal access to justice for all. Our success is dependent upon providing the space, resources, and support that allow our global team to bring their full selves to work, and to thrive. The International Legal Foundation is an equal opportunity employer. We practice inclusive hiring and work to achieve and maintain diversity across races, genders, sexualities, abilities, and experiences. We strongly encourage candidates of all identities to apply.