

Job Description

Human Resources and Office Manager

Reports to: Executive Director

Latest update: July 2023

The International Legal Foundation is seeking a dynamic, team-oriented professional to manage the human resources and operations of our New York office and to help guide and support our diverse global team working in ILF offices around the world. This position provides an opportunity for individuals with experience in HR, administration, executive assistance and/or office management to advance in their career and actively contribute to the global fight for equity and social justice.

Hybrid opportunities are available for this position, remote and in person at the ILF's New York office in Midtown Manhattan. The salary range for this position is \$70,000 to \$80,000. The ILF offers comprehensive benefits including health insurance and a 403(b) retirement plan.

Established as a not-for-profit organization in 2001, the ILF is the 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, and advises many more countries around the world. 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 ILF 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 staff around the world 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 programs, working together to ensure all laws, ILF policies and procedures, and best practices are followed and that all staff are kept aware of and regularly trained on ILF policies and procedures.
- Ensure staff, consultants, volunteers, and others as relevant are regularly trained on ILF policies including but not limited to: Non-Discrimination, Whistleblower, Substance Abuse, Anti-Bribery and Anti-Corruption and Protection from Sexual Exploitation and Abuse.
- Ensure ILF employee benefits are up to date, and explore best options for employee benefits.
- Regularly update ILF 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 and manage inter-office shared calendar.
- Payroll processing for ILF 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 ILF New York staff. Create and suspend email accounts for employees, consultants, interns and volunteers and add to appropriate distribution lists.
- Ensure office bills are paid and receipts are provided to the Finance team.
- Manage the ILF 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 ILF 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, office administration or management, executive assistance, or other relevant field required
- Experience in international nongovernmental organizations 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
- Willingness to travel as needed to conflict-affected and transitioning countries

Kindly submit a resume and cover letter with salary expectations to jobs@theilf.org by August 31, 2023. No telephone inquiries please. Only candidates selected for interview will be contacted.

Antiracism, diversity, and equity are critical to our organizational values and 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. System-impacted people (i.e. people with past involvement with the criminal justice system, directly or through family) are also strongly encouraged to apply.