

JOB DESCRIPTION

Position: Human Resources Manager

Location: Fully remote, with preferred regional location in Latin America, South Asia, East Africa, or West Africa

Compensation and Benefits: \$2,000 USD per month, paid leave days, sick leave days, national holidays, and medical allowance

Contract Term: Contract offer through December 31, 2024 with possibility of extension

Women First Digital (WFD) is a collection of global, multilingual, online platforms providing information and counseling services for safe abortion, contraception and other sexual and reproductive health (SRH) issues. WFD is comprised of the following three websites:

1. HowToUseAbortionPill.org

HowToUse is a one-stop global resource for safe abortion, providing simple instructions on how to use the medical abortion pills. HowToUse also provides a virtual assistant chatbot, abortion eLearning courses, country-specific abortion information, and is currently translated into 26 languages.

2. safe2choose.org

safe2choose provides people all around the world with individualized support for abortion care so that they can have a safe abortion where, when and with whom they feel most comfortable. Our team of trained multilingual abortion counselors offer compassionate, person-centric abortion support, as well as referrals to local providers for in-clinic services, if desired.

3. Findmymethod.org

Find My Method shares information on contraception that is easy to understand, comprehensive, and globally representative.

We are looking for an HR Manager to oversee all aspects of human resources practices and processes.

Responsibilities

Policy Development, Management and Compliance

- Develop and manage overall HR strategies, systems and procedures across the organization; ensure alignment of HR initiatives with the company's vision, mission and business plan
- Oversee human resource policies, ensuring awareness, compliance, and clarity among staff

Staff Life Cycle Management

- Lead hiring initiatives, including: job vacancies advertising, job application screening, candidate communication, and interviews process coordination
- Prepare contract agreements for new staff, vendors, and contractors; conduct orientations for newly recruited staff
- Oversee the annual performance appraisal system to drive high performance and foster team growth
- Collaborate with staff and management to ensure the ongoing availability of professional development opportunities that align with team needs

Engagement and Staff Culture

- Organize team-building activities to foster a positive work environment; find novel ways to build “soft spaces” for team celebration and recognition within an internationally remote team structure
- Spearhead initiatives to share information widely within the team, including quarterly staff newsletters or webinars
- Address employee needs and inquiries promptly, including conflict mediation; handle workplace investigations and disciplinary actions as needed

Administrative and Logistic Duties:

- Support administrative duties, including payroll processing and team calendar coordination
- Maintain accurate human resources records, including job applications, vendor contracts, staff documentation, and leave records
- Coordinate team logistics when the team travels for work
- Carry out necessary administrative duties as assigned by the supervisor

Skills And Qualifications:

- Bachelor’s degree in human resources, or equivalent
- Minimum 4 years of human resource experience in a non-profit, start-up, or private sector workplace. Proven ability to implement strong HR policies, foster team wellness, and support staff growth
- Strong preference for experience in remote, international, multicultural and multilingual settings
- Strong interpersonal and communication skills with the ability to work effectively among a highly diverse workforce
- Knowledge of HR systems and databases
- Strong analytical and problem-solving skills
- Fluent in English. Proficiency in Spanish or French preferred
- Interest in social justice and/or reproductive rights is a plus

Contract Type:

This position is offered as a full-time consulting contract.

Application Process:

We invite all interested candidates to apply through [Google Form](#) by **Wednesday July 10th**. As part of the application process, you will be asked to submit the following:

- Curriculum Vitae (CV)
- Letter of Motivation outlining how your experience, skills, and professional networks fit with the required job description (1-page maximum).

Please note that only shortlisted candidates will be contacted.