Seed Global Health (Seed) envisions a world in which every country is strengthened by a robust health workforce to best meet the health needs of its population. Seed’s mission is to educate a rising generation of health professionals to strengthen access to quality care with a goal of saving lives and improving health. Seed is unique in its approach by focusing on the education and training of doctors, nurses and midwives. By training health care professionals and health educators, Seed seeks to empower current and future generations of health providers so that good health is not the privilege of a few, but the right of all.

Seed focuses on strengthening the education, practice, and policy of the local professional health workforce in Africa. Seed’s core strategy and primary entry point centers on placing skilled and qualified educators at partner institutions for a minimum of one academic year. Seed also supports educators and partner institutions through a diverse and complementary package of services aimed at advancing health professional education in the classroom and clinical setting. By investing in long-term partnerships for improved health professional education, we help to create a stronger, more sustainable health workforce that is both locally led and better able to meet local health needs.

For more information, please visit www.seedglobalhealth.org

**Position Summary**
The Human Resources & Employee Relations Manager (HR) Manager contributes their energy, passion, and skills primarily to Seed’s most important resource – our staff – in the US and abroad, in a fast-paced office. The position is a full-time position based in Boston. The HR Manager’s primary focus is the employee experience. The position manages various human resources functions (including Seed’s benefits, HCM system, onboarding and orientation, staff development and retention) as well as special projects related to organizational needs and priorities as requested by the Managing Director, Finance & Administration (F&A) or CEO. This full-time position reports to Managing Director, F&A and works closely with all domestic and international team members.

**Duties and Responsibilities**
- Plans and organizes all activities of the human resources function. Participates in developing goals, objectives and systems as well as HR plans for each department or country.
- Implements and periodically updates compensation and benefits programs; manages the revisions of job descriptions as necessary; develops HR budget; analyzes compensation; monitors the performance evaluation process and revises as necessary.
- Develops, recommends and implements personnel policies and procedures; prepares and maintains handbook on policies and procedures; performs benefits administration to include claims resolution, change reporting, approving invoices for payment, annual re-evaluation of policies for cost-effectiveness, and information activities programs.
- Manages recruitment efforts; writes and places advertisements; works with supervisors to screen and interview candidates; extends job offers; manages new-employee orientations; monitors career-path and employee relations counseling; conducts exit interviews.
• Serve as a listener, advocate and impartial resource for all Seed staff and educators globally; keep abreast of staff needs and wellbeing; support Seed in maintaining a culture that is open, trusting, and inclusive.
• Uses surveys, interviews, and other studies to conduct research regarding human resource policies, compensation, and other employment issues. After analyzing the information, makes recommendations on changes.
• Advises and trains managers and supervisors in best employee relations practices and strategies for managing supervisor problems and employee grievances. Develops further training as needed.
• Establishes and maintains the HR portions of Seed’s HCM system. Maintains organizational charts and employee directory.
• Evaluates reports, decisions and results of department initiatives in relation to established goals. Recommends new approaches, policies and procedures to effect continual improvements for the employee experience, the efficiency of department and services performed.
• Ensures compliance with all federal, state and local employment laws. Researches and explains laws and legal affairs concerning employment to managers, supervisors, and employees.

Qualifications
• A bachelor's degree in HR or related field and three to five years of HR experience; or a master's degree in HR or related field and two years of experience in the HR field; or seven years of experience in the HR field; or any similar combination of education and experience.
• Experience working in organizations with employees located domestically and internationally, remotely and in offices.
• Experience developing new policies, procedures, and tools and training staffing in their use.
• Advanced proficiency in Google Suite, MS Office and experience with human capital management systems.
• Passion and commitment to Seed’s mission.
• Strong sense of accountability, personal initiative, and responsibility.
• Excellent interpersonal skills, including flexibility and a sense of humor.
• Demonstrated cross-cultural sensitivity and ability to build respectful relationships with colleagues from different cultural, linguistic, and educational backgrounds.
• Ability to work collaboratively in a fast-paced and young organization work environment.

Working Conditions
• Will be based in Boston, MA
• Will be expected to travel internationally approx. 10% of time
• Will be based in an office environment
• Will be required to sit/stand for up to eight hours or more per day

Compensation
Competitive base salary commensurate with experience, as well as health/dental/vision insurance, 401(k), and vacation benefits.
Seed does not discriminate on the basis of race, color, gender, handicap, age, religion, sexual orientation, or national or ethnic origin.