

# erikson

COMMUNICATION GROUP

POSITION TITLE: **Human Resources Manager** REPORTS TO: **CEO/President**

JOB LOCATION: **Remote/Virtual. MA, ME, MN, PA, NJ, NY, DC applicants considered.**  
Maine preferred.

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## Job Summary

The **HR Manager** plays an integral role in the growth and development of Erikson Group as the company expands into new service areas and markets. They help create an internal culture where employees feel valued and celebrated, and attract and integrate new talent into the team.

This is a multifaceted role that involves **strong communication and emotional intelligence skills** in addition to excellent **organization and management skills**. Every day will be different and the job is highly integrated into both the daily work of the CEO/President as well as the rest of the Leadership team. The ideal candidate will have ample experience (3+ years) of work in human resources.

## Primary Responsibilities

### RECRUITMENT AND HIRING

- **Initiate and manage recruitment processes** including identifying strategic hires, posting jobs and other outreach, forming hiring committees, finalizing interview structure, initial review of all candidates, facilitating interviews, and sending out offers of employment.
- **Manage onboarding process** for new staff including enrollment in benefits and reviewing the Employee Handbook.
- **Help market the company** to attract new talent.

### TRAINING AND DEVELOPMENT

- **Support staff** in professional development opportunities including approving funding for professional development.
- **Maintain database** of professional development opportunities and professional associations.

### EMPLOYEE COMPENSATION AND BENEFITS

- **Oversee and maintain benefits** including workman's compensation, PFML, PTO, healthcare, dental care. In addition, research and enroll employees in new benefits including 401k, wellness benefits and others.
- **Manage and file biweekly payroll.** In addition, managing bonus disbursement if necessary. Will be responsible for helping set up new states in payroll if necessary.

### EMPLOYEE RETENTION AND EVALUATION

- **Support directors** in mid-year and year-end evaluations.
- **Identify and facilitate** staff raises, promotions, and internal transfers

- **Assist in maintaining strong internal culture** including leading weekly staff calls, planning leadership calls, developing projects including philanthropy projects and DEI projects, creating staff committees to tackle new initiatives, and seek new opportunities for staff excellence including new certifications, professional associations. Excitement around building a cohesive virtual workplace is crucial.

## CONFLICT RESOLUTION AND DISCIPLINARY ACTIONS

- **Follow the conflict resolution methodology** (restorative or otherwise) to help address performance issues, complaints or other HR issues.

## COMPLIANCE

- **Understand and apply laws** in our states of operation regarding human resources.
- **Work with legal counsel and our payroll service** to comply with federal and state rules and regulations.
- **Create and ensure a safe work environment** that promotes respect and dignity for all employees. Ensure that employees are protected from behaviors like harassment, discrimination, intimidation, and exploitation

## Key Skills & Professional Development

**Ability to self-manage** as well as problem solve and work independently; Knowledge of and interest in **restorative justice and conflict resolution**; Strong oral communication, written communication, and research skills. Membership and training with SHRM; Restorative conflict resolution training; Quickbooks certification.

## Salary & Benefits

- This is a full time salaried position with a starting salary between \$48-55,000 pre tax/year
- Dedication to professional growth and advancement
- Significant benefits to full-time employees including excellent health care, vision, and dental including 100% of employee premiums and family member coverage
- Paid federal holidays and flexible pooled PTO package starting at 3 weeks

## Company Profile

**Erikson Communication Group (ECG)** is a full service strategic communication firm with nineteen full-time staff and hubs in DC, Philadelphia, New York, Boston, Minneapolis, and Maine. ECG has a deep understanding of messaging, storytelling, content creation, and communication technologies including social, online, earned, and traditional paid media. We know how to leverage this media to spark conversations and build movements.

**To apply, please send a resume and a short statement explaining interest and why you are a good fit for the role to [Hiring@EriksonGroup.com](mailto:Hiring@EriksonGroup.com)**

*Erikson Communication Group, Inc. is an Equal Opportunity Employer. We welcome applications from all and especially encourage people of color, people with disabilities, refugees, immigrants, women, and LGBTQ candidates to apply. We are committed to a diverse and inclusive workplace.*