



HR Role and Responsibilities for YES FOR EARLY SUCCESS COOPERATIVE

1. RECRUITMENT AND STAFFING

- **Support Regional Directors and Family Support Staff** by facilitating the recruitment process, including sourcing, interviewing, and onboarding new staff aligned with the organization's mission.
- Ensure recruitment strategies are inclusive and support the goal of equitable representation, especially for marginalized communities.
- **Collaborate with the CFO** to maintain staffing levels that support programmatic needs and goals, with a focus on the ECEAP program.

2. EMPLOYEE RELATIONS AND CONFLICT RESOLUTION

- **Implement conflict resolution processes** rooted in Liberatory Design principles, fostering a culture of open communication and conflict resolution that emphasizes equity and healing.
- Work closely with the **Family Support Coaches and Regional Directors** to ensure that staff needs and concerns are addressed, creating a supportive work environment.
- **Manage employee grievances**, ensuring a respectful and fair process.

3. TRAINING AND DEVELOPMENT

- **Collaborate with the CFO and Regional Directors** to create annual training plans that align with ECEAP standards and Liberatory Design. Ensure that staff and subcontractors receive ongoing professional development, focusing on both technical skills and leadership development.
- **Coordinate diversity, equity, and inclusion training** for all staff to align with the organization's mission to empower marginalized communities.
- Ensure that professional development opportunities align with the cooperative's regional needs and overall strategic goals.

4. COMPENSATION AND BENEFITS

- **Work with the CFO** to design and implement compensation and benefits plans that align with industry standards while maintaining equity across regions and roles.
- Ensure that staff benefits, including health coverage, retirement plans (such as 401K contributions), and paid leave policies, are communicated clearly and implemented fairly across the organization.
- **Handle employee requests** related to payroll, benefits, and leave in a timely and accurate manner.

5. COMPLIANCE AND LEGAL STANDARDS

- Ensure the organization is in compliance with local, state, and federal employment laws, including Washington State's labor laws (e.g., Paid Family Medical Leave, wage regulations).
- Oversee compliance with **ECEAP standards** and ensure staff certifications and documentation are current.
- **Work with the CFO** to ensure HR policies support organizational compliance and best practices.



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6. PERFORMANCE MANAGEMENT

- **Develop and manage performance evaluation systems** in collaboration with Regional Directors to ensure regular feedback, goal-setting, and alignment with YES FOR EARLY SUCCESS's mission and vision.
- Collaborate with the **CFO** to ensure performance management systems are consistent across regions and supportive of employee growth.

7. ORGANIZATIONAL CULTURE AND WELL-BEING

- **Foster an organizational culture** that reflects YES FOR EARLY SUCCESS's Liberatory Design principles, focusing on empowerment, compassion, and equitable treatment of all employees.
- **Develop wellness initiatives** that support the mental, emotional, and physical well-being of staff, aligned with the organization's values.
- Engage with **Family Support Coaches** to ensure employees have access to resources and support systems that improve work-life balance.

8. STRATEGIC HR PLANNING

- **Collaborate with leadership** (CFO, Regional Directors) to ensure HR strategy aligns with the cooperative's long-term goals, supporting sustainable growth and equitable access to resources.
- Use data to inform decision-making regarding hiring trends, employee satisfaction, retention rates, and organizational development.

9. OVERSIGHT OF ADMINISTRATIVE TASKS AND IN-HOUSE OFFICE STAFF

- **Supervise and manage the administrative team** to ensure office operations run smoothly, efficiently, and in alignment with the organization's mission.
- **Oversee administrative tasks and projects**, ensuring that in-house office staff support the needs of the organization and its regional teams.
- **Collaborate with the CFO** to streamline workflows and processes that enhance productivity and communication across regions.

10. BRAND AMBASSADOR AND EVENT COORDINATION

- **Serve as the brand ambassador** for YES FOR EARLY SUCCESS at statewide events, representing the organization's mission, vision, and values to external stakeholders and community partners.
- **Coordinate YES's presence at statewide events**, conferences, and advocacy efforts, ensuring that the organization's mission is communicated effectively.
- Build and maintain relationships with community organizations, advocacy groups, and industry professionals, fostering partnerships that enhance the cooperative's visibility and influence.
- **Act as a spokesperson** for YES at key events, promoting initiatives and engaging with new potential partners and collaborators.

This version now incorporates the oversight of administrative tasks and the role of HR as a brand ambassador and coordinator for statewide events.



Tasks for the HR Role at YES FOR EARLY SUCCESS COOPERATIVE

1. RECRUITMENT AND STAFFING

- **Task:** Develop inclusive job descriptions for all roles, ensuring alignment with YES FOR EARLY SUCCESS's mission and Liberatory Design principles.
 - Timeline: Ongoing as needed.
- **Task:** Manage the recruitment process, including sourcing, interviewing, and onboarding new staff.
 - Timeline: As required, ongoing.
- **Task:** Work with the **CFO** and **Regional Directors** to assess staffing needs and adjust recruitment efforts accordingly.
 - Timeline: Quarterly reviews, ongoing updates.

2. EMPLOYEE RELATIONS AND CONFLICT RESOLUTION

- **Task:** Implement and oversee conflict resolution processes rooted in Liberatory Design principles.
 - Timeline: Ongoing, with bi-annual evaluations.
- **Task:** Conduct employee check-ins and provide guidance on workplace disputes or concerns.
 - Timeline: Monthly for ongoing concerns, as needed for specific cases.
- **Task:** Manage employee grievances, ensuring respectful and equitable processes are followed.
 - Timeline: Ongoing, as needed.

3. TRAINING AND DEVELOPMENT

- **Task:** Design and implement annual training plans that align with ECEAP standards and YES's goals.
 - Timeline: Annually, with quarterly updates.
- **Task:** Coordinate diversity, equity, and inclusion (DEI) training for all staff.
 - Timeline: Bi-annually or as needed.
- **Task:** Monitor professional development opportunities and encourage staff participation in leadership development programs.
 - Timeline: Ongoing, with annual reviews.

4. COMPENSATION AND BENEFITS

- **Task:** Work with the CFO to manage and adjust compensation plans for staff across regions, ensuring equity and transparency.
 - Timeline: Quarterly reviews, ongoing adjustments.
- **Task:** Handle employee benefit inquiries related to health insurance, retirement plans (e.g., 401K), and paid leave.
 - Timeline: Ongoing, with annual benefit reviews.
- **Task:** Process payroll-related requests and ensure timely updates for changes in employee benefits or compensation.
 - Timeline: Ongoing, as required.



Tasks for the HR Role at YES FOR EARLY SUCCESS COOPERATIVE

5. COMPLIANCE AND LEGAL STANDARDS

- **Task:** Ensure compliance with local, state, and federal employment laws (e.g., Paid Family Medical Leave, wage regulations).
 - Timeline: Ongoing, with quarterly compliance reviews.
- **Task:** Oversee the management of staff certifications, background checks, and documentation to meet ECEAP standards.
 - Timeline: Monthly, ongoing.
- **Task:** Update HR policies regularly to reflect best practices and legal requirements, in coordination with the CFO.
 - Timeline: Annually, with mid-year updates as necessary.

6. PERFORMANCE MANAGEMENT

- **Task:** Develop performance evaluation templates and schedule evaluations for staff in coordination with Regional Directors.
 - Timeline: Annually for formal reviews, ongoing for informal feedback.
- **Task:** Track employee performance metrics to identify areas for growth and recommend professional development opportunities.
 - Timeline: Quarterly reviews, ongoing.

7. ORGANIZATIONAL CULTURE AND WELL-BEING

- **Task:** Implement wellness initiatives that support the physical, mental, and emotional well-being of staff.
 - Timeline: Ongoing, with quarterly wellness check-ins.
- **Task:** Foster a culture of empowerment, compassion, and inclusivity, ensuring employees feel supported in their roles.
 - Timeline: Ongoing, with bi-monthly check-ins with staff.
- **Task:** Collaborate with Family Support Coaches to ensure employees are receiving resources to improve work-life balance.
 - Timeline: Monthly check-ins, as needed.

8. STRATEGIC HR PLANNING

- **Task:** Develop and execute a long-term HR strategy that aligns with YES's mission and growth plans.
 - Timeline: First 6 months, with annual reviews.
- **Task:** Conduct workforce analysis and plan for succession in key roles to ensure organizational stability.
 - Timeline: Annually, with mid-year check-ins.



Tasks for the HR Role at YES FOR EARLY SUCCESS COOPERATIVE

9. OVERSIGHT OF ADMINISTRATIVE TASKS AND IN-HOUSE OFFICE STAFF

- **Task:** Supervise and manage the administrative staff to ensure office operations are running smoothly.
 - Timeline: Daily check-ins, ongoing.
- **Task:** Oversee administrative projects, including scheduling, communication, and office supply management.
 - Timeline: Weekly updates, ongoing.
- **Task:** Collaborate with the CFO to enhance workflows and processes that support efficient communication across regions.
 - Timeline: Ongoing, with quarterly evaluations.

10. BRAND AMBASSADOR AND EVENT COORDINATION

- **Task:** Serve as the primary representative for YES FOR EARLY SUCCESS at statewide events and conferences.
 - Timeline: Ongoing, as events arise.
- **Task:** Coordinate YES's presence at events, ensuring effective communication of the organization's mission and values to external stakeholders.
 - Timeline: As needed, with pre-event preparations.
- **Task:** Build relationships with community organizations, industry professionals, and advocacy groups to strengthen the organization's partnerships.
 - Timeline: Ongoing, with quarterly partnership reviews.
- **Task:** Represent YES at advocacy efforts and industry panels, ensuring the promotion of initiatives that align with the organization's focus on empowering marginalized communities.
 - Timeline: Ongoing, as opportunities arise.

This comprehensive list of tasks aligns with the HR role's responsibilities in managing internal operations, supporting staff, ensuring compliance, and representing YES FOR EARLY SUCCESS at statewide events.



Key Performance Indicators (KPIs) for the HR Position

1. RECRUITMENT AND STAFFING

- **Time to Hire:** The average number of days from job posting to hire.
 - Target: 30-45 days.
- **Employee Retention Rate:** The percentage of employees retained after one year.
 - Target: 90% retention for the first year.
- **Diversity of Hires:** Percentage of new hires from underrepresented or marginalized groups, aligning with YES's commitment to equity.
 - Target: 40-50% from diverse backgrounds.

2. EMPLOYEE RELATIONS AND CONFLICT RESOLUTION

- **Employee Satisfaction:** Measured through surveys and employee feedback.
 - Target: 85% of employees report satisfaction in conflict resolution processes.
- **Grievance Resolution Time:** Average time to resolve employee grievances or conflicts.
 - Target: Resolved within 14 days.
- **Conflict Escalation Rate:** Percentage of conflicts that require senior management intervention.
 - Target: Less than 10%.

3. TRAINING AND DEVELOPMENT

- **Training Completion Rate:** Percentage of employees and subcontractors completing required training (ECEAP standards, DEI training, etc.).
 - Target: 100% completion for all required training.
- **Leadership Development Participation:** Percentage of staff enrolled in leadership development or professional growth programs.
 - Target: 20-30% of eligible staff participate annually.

4. COMPENSATION AND BENEFITS

- **Payroll Accuracy:** Percentage of payroll processed without errors.
 - Target: 99% accuracy.
- **Benefits Utilization:** Percentage of employees using health insurance, 401K, or other offered benefits.
 - Target: 80% or higher benefits utilization.
- **Employee Benefits Satisfaction:** Measured through surveys.
 - Target: 85% employee satisfaction with benefits packages.



Key Performance Indicators (KPIs) for the HR Position

5. COMPLIANCE AND LEGAL STANDARDS

- **Compliance with Employment Laws:** Number of compliance violations or legal infractions related to employment laws.
 - Target: Zero violations.
- **Certification Compliance:** Percentage of employees with up-to-date certifications and background checks, as per ECEAP standards.
 - Target: 100% compliance.
- **Policy Updates:** Number of policy updates implemented on time and communicated clearly to all staff.
 - Target: 100% of required updates completed annually.

6. PERFORMANCE MANAGEMENT

- **Performance Review Completion Rate:** Percentage of staff receiving formal performance reviews on schedule.
 - Target: 100% of reviews completed annually.
- **Goal Alignment:** Percentage of employees with individual goals aligned with organizational strategic goals.
 - Target: 90% alignment.
- **Improvement in Performance:** Percentage of employees showing improvement in areas identified for development in performance reviews.
 - Target: 75% show improvement year-over-year.

7. ORGANIZATIONAL CULTURE AND WELL-BEING

- **Employee Wellness Participation:** Percentage of employees participating in wellness programs or initiatives.
 - Target: 50-70% participation.
- **Work-Life Balance Satisfaction:** Employee feedback on work-life balance, measured through surveys.
 - Target: 85% satisfaction.
- **Employee Turnover Rate:** The percentage of voluntary turnover (excluding retirements or planned departures).
 - Target: Less than 10% turnover annually.

8. STRATEGIC HR PLANNING

- **Succession Planning:** Percentage of key roles with identified successors or development plans in place.
 - Target: 90% of key roles covered by succession plans.
- **HR Plan Alignment with Organizational Goals:** Measured through annual reviews with senior leadership (CFO).
 - Target: 100% alignment.
- **Workforce Analysis Reports:** Frequency and quality of workforce reports presented to leadership.
 - Target: Quarterly reports, with actionable insights.



Key Performance Indicators (KPIs) for the HR Position

9. OVERSIGHT OF ADMINISTRATIVE TASKS AND IN-HOUSE OFFICE STAFF

- **Administrative Task Completion Rate:** Percentage of tasks and projects completed on time by administrative staff.
 - Target: 95% completion rate.
- **Office Efficiency:** Employee feedback on administrative support effectiveness, measured through surveys.
 - Target: 90% satisfaction.
- **Process Improvement Implementation:** Number of improved processes implemented based on feedback and analysis.
 - Target: 2-3 process improvements per quarter.

10. BRAND AMBASSADOR AND EVENT COORDINATION

- **Event Participation Rate:** Number of events attended or coordinated where YES FOR EARLY SUCCESS is represented.
 - Target: Participate in 6-8 statewide or regional events annually.
- **Partnership Development:** Number of new partnerships or collaborations initiated as a result of event participation.
 - Target: 3-5 new partnerships per year.
- **Public Awareness Growth:** Increase in recognition or awareness of YES FOR EARLY SUCCESS, measured through surveys or social media engagement.
 - Target: 15% annual growth in public recognition.

These **KPIs** measure the HR department's effectiveness in key areas such as recruitment, employee relations, compliance, and overall contribution to the organization's success.



Job Posting: HR Director/Manager

– YES FOR EARLY SUCCESS

Position: HR Director/Manager

Location: Washington State (Hybrid position with occasional travel to regions)

Salary Range: Competitive Market Rate (DOE)

Benefits: Medical, Dental, Vision, 401K (with employer contribution)

Application Deadline: Open until filled

ABOUT YES FOR EARLY SUCCESS:

At YES FOR EARLY SUCCESS Cooperative, we are committed to empowering marginalized communities by providing equitable access to high-quality early learning opportunities. We support early childhood education (ECEAP) programs across Washington State through a cooperative model that fosters collaboration, compassion, and sustainable growth for all. Our Liberatory Design approach ensures that we center the voices and needs of historically underrepresented communities while promoting equity and justice in all areas of our work.

We are looking for a dynamic and compassionate **HR Director/Manager** who aligns with our vision and mission and can play a critical role in shaping our workplace culture, managing recruitment, and supporting organizational growth. This is a unique opportunity to help build a sustainable, inclusive workforce that promotes the well-being of both our staff and the families we serve.

POSITION OVERVIEW:

The **HR Director/Manager** will be responsible for overseeing all human resource functions, ensuring that YES FOR EARLY SUCCESS operates within the framework of equity, inclusion, and Liberatory Design principles. You will collaborate closely with the CFO, and Regional Directors to manage recruitment, employee relations, training, benefits administration, and organizational culture initiatives. Additionally, you will act as a **brand ambassador** for YES at statewide events and ensure that administrative tasks are executed efficiently across regions.

KEY RESPONSIBILITIES:

1. RECRUITMENT AND STAFFING

- Develop inclusive recruitment strategies and manage the hiring process.
- Collaborate with the CFO and Regional Directors to assess staffing needs.

2. EMPLOYEE RELATIONS AND CONFLICT RESOLUTION

- Implement conflict resolution processes grounded in Liberatory Design.
- Foster a supportive and inclusive work environment for all staff.



Job Posting: HR Director/Manager

– YES FOR EARLY SUCCESS

3. TRAINING AND DEVELOPMENT

- Design and coordinate training plans aligned with ECEAP standards and the organization's strategic goals.
- Manage diversity, equity, and inclusion (DEI) training programs.

4. COMPENSATION AND BENEFITS

- Oversee compensation plans and ensure benefits, including medical, dental, vision, and 401K, are communicated and administered fairly.

5. COMPLIANCE AND LEGAL STANDARDS

- Ensure the organization's HR policies comply with local, state, and federal regulations, as well as ECEAP standards.

6. PERFORMANCE MANAGEMENT

- Develop performance evaluation systems and track employee growth and development.

7. ORGANIZATIONAL CULTURE AND WELL-BEING

- Foster a culture of compassion, empowerment, and well-being aligned with YES's mission and Liberatory Design principles.
- Develop wellness initiatives and support work-life balance for staff.

8. OVERSIGHT OF ADMINISTRATIVE TASKS

- Supervise in-house office staff and manage day-to-day administrative functions to ensure operational efficiency.

9. BRAND AMBASSADOR AND EVENT COORDINATION

- Represent YES FOR EARLY SUCCESS at statewide events and conferences.
- Coordinate and lead event participation, promoting YES's mission and values.



Job Posting: HR Director/Manager – YES FOR EARLY SUCCESS

QUALIFICATIONS:

- Bachelor's degree in Human Resources, Organizational Development, or a related field (Master's preferred).
- Minimum of 5 years of HR experience, including recruitment, employee relations, and benefits administration.
- Demonstrated commitment to equity, inclusion, and social justice.
- Knowledge of Washington State labor laws and ECEAP program standards preferred.
- Excellent communication and leadership skills.
- Experience with event coordination and public speaking is a plus.

BENEFITS:

- **Medical, Dental, and Vision Insurance:** 100% employer-paid coverage.
- **401K Plan:** Employer-matched contributions.
- **Paid Time Off (PTO):** Generous vacation, sick leave, and holidays.
- **Professional Development Opportunities:** Continuous learning and leadership growth.

To apply, please send your resume and cover letter to **[Email Address]**. For more information about YES FOR EARLY SUCCESS, visit our website at **yesforearlysucces.org**.



Offer Letter

Date:

Candidate Name:

Address:

City, State ZIP Code:

Dear _____

We are pleased to extend an offer for the position of **HR Director/Manager** with **YES FOR EARLY SUCCESS Cooperative**. We are excited about the potential you bring to our organization and believe your experience and passion for equity and inclusion align perfectly with our mission to empower marginalized communities.

Your anticipated start date will be _____, and you will report directly to our Chief Financial Officer (CFO). Below are the key terms of your employment offer:

Position Details:

- **Position Title:** HR Director/Manager
- **Annual Salary:** _____, payable bi-weekly.
- **Status:** Full-Time, Exempt
- **Location:** Washington State (Hybrid Position)
- **Working Hours:** Monday – Friday, 9:00 AM to 5:00 PM

Benefits:

- **Medical, Dental, and Vision Insurance:** 100% employer-paid coverage.
- **401K Plan:** Employer-matched contributions of **[X]%**.
- **Paid Time Off:** **[X] days of vacation, [X] days of sick leave, and [X] paid holidays.**
- **Professional Development:** Access to ongoing learning and leadership opportunities.

In this role, you will oversee all human resource functions, including recruitment, employee relations, training and development, and benefits administration. Additionally, you will act as a brand ambassador for YES at statewide events and ensure that administrative tasks are efficiently executed. Your role will be crucial in shaping our organizational culture and aligning our HR strategy with the mission and vision of YES FOR EARLY SUCCESS.

This offer is contingent upon the successful completion of any background checks and reference verifications required by YES FOR EARLY SUCCESS and the ECEAP program standards.

Please sign below to indicate your acceptance of this offer. We look forward to your contribution to our cooperative and the positive impact you will make on our organization and the communities we serve.

Sincerely,

Mary Curry

Chief Operating Officer

YES FOR EARLY SUCCESS Cooperative

Accepted by:

Signature: _____

Date: _____



(ALTERNATE JOB POSTING)

Job Posting: HR Director/Manager

YES FOR EARLY SUCCESS

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We value lived experience as equally important as formal education. Many of our staff members come from diverse backgrounds where practical knowledge, lived experience, and community work have equipped them with the skills needed to excel in their roles. If you are passionate about advancing social justice and have experience in HR or community organizing, we encourage you to apply, even if you don't have a formal degree.

POSITION OVERVIEW:

The **HR Director/Manager** will be responsible for overseeing all human resource functions, ensuring that YES FOR EARLY SUCCESS operates within the framework of equity, inclusion, and Liberatory Design principles. You will collaborate closely with the CFO, and Regional Directors to manage recruitment, employee relations, training, benefits administration, and organizational culture initiatives. Additionally, you will act as a **brand ambassador** for YES at statewide events and ensure that administrative tasks are executed efficiently across regions.

KEY RESPONSIBILITIES:

1. RECRUITMENT AND STAFFING

- Develop inclusive recruitment strategies and manage the hiring process.
- Collaborate with the CFO and Regional Directors to assess staffing needs.

2. EMPLOYEE RELATIONS AND CONFLICT RESOLUTION

- Implement conflict resolution processes grounded in Liberatory Design.
- Foster a supportive and inclusive work environment for all staff.



(ALTERNATE JOB POSTING)

Job Posting: HR Director/Manager

YES FOR EARLY SUCCESS

3. TRAINING AND DEVELOPMENT

- Design and coordinate training plans aligned with ECEAP standards and the organization's strategic goals.
- Manage diversity, equity, and inclusion (DEI) training programs.

4. COMPENSATION AND BENEFITS

- Oversee compensation plans and ensure benefits, including medical, dental, vision, and 401K, are communicated and administered fairly.

5. COMPLIANCE AND LEGAL STANDARDS

- Ensure the organization's HR policies comply with local, state, and federal regulations, as well as ECEAP standards.

6. PERFORMANCE MANAGEMENT

- Develop performance evaluation systems and track employee growth and development.

7. ORGANIZATIONAL CULTURE AND WELL-BEING

- Foster a culture of compassion, empowerment, and well-being aligned with YES's mission and Liberatory Design principles.
- Develop wellness initiatives and support work-life balance for staff.

8. OVERSIGHT OF ADMINISTRATIVE TASKS

- Supervise in-house office staff and manage day-to-day administrative functions to ensure operational efficiency.

9. BRAND AMBASSADOR AND EVENT COORDINATION

- Represent YES FOR EARLY SUCCESS at statewide events and conferences.
- Coordinate and lead event participation, promoting YES's mission and values.



(ALTERNATE JOB POSTING) Job Posting: HR Director/Manager YES FOR EARLY SUCCESS

QUALIFICATIONS:

- Demonstrated experience in human resources, community work, or a related field.
- Commitment to equity, inclusion, and social justice in the workplace.
- Experience in recruitment, employee relations, and managing benefits.
- Knowledge of Washington State labor laws and ECEAP program standards is a plus, but not required.
- Excellent communication and leadership skills.
- Lived experience in underserved communities or relevant practical knowledge will be considered as strongly as formal education.

BENEFITS:

- **Medical, Dental, and Vision Insurance:** 100% employer-paid coverage.
- **401K Plan:** Employer-matched contributions.
- **Paid Time Off (PTO):** Generous vacation, sick leave, and holidays.
- **Professional Development Opportunities:** Continuous learning and leadership growth.

To apply, please send your resume and cover letter to info@yesforearlysuccess.org. We recognize that experience comes in many forms, so feel free to highlight community work, lived experience, or other relevant achievements. For more information about YES FOR EARLY SUCCESS, visit our website at <https://www.yesforearlysuccess.org/>.