

JOB ANNOUNCEMENT



One Thomas Circle, NW
Suite 1050
Washington, DC 20005
www.verra.org

Job Title: Human Resources Generalist
Location: Washington, DC
Start Date: Immediately
Reports to: Chief Operating & Financial Officer

A global leader in helping to tackle the world's most intractable environmental challenges, Verra seeks a ambitious individual who is experienced in handling a wide range of human resource activities to make a difference in the administrative life of a nonprofit. The ideal candidate will be exceedingly well organized and flexible, and will enjoy the challenges of supporting a small but growing organization of diverse people and programs.

About Verra

With the signing of the Paris Agreement and increased focus on the Sustainable Development Goals, Verra has seen increasing demand for its standards that allow governments, the private sector, civil society and investors to track progress and drive funding towards achieving ambitious sustainable development, climate and environmental goals. In response to that demand, we are expanding our work into new arenas and growing our team to serve new and existing stakeholders.

Verra currently manages a number of global standards frameworks designed to channel finance towards high-impact activities that mitigate climate change and promote sustainable development.

Job Responsibilities

The Human Resources Generalist will work closely with the Chief Operating & Financial Officer (COO/CFO) to deliver a full suite of Human Resources services to Verra's employees. Essential duties and responsibilities include the following.

- Employee Recruitment & Onboarding
 - Support the hiring process for U.S. and foreign-based employees by posting job announcements, pre-screening applications and scheduling interviews.
 - Correspond with candidates and hiring managers.
 - Identify and coordinate employment services (e.g., temporary employment, search firms, etc.) as needed.
 - Prepare new hire paperwork.
 - Plan, coordinate and/or conduct new employee orientations.
 - Set up new employee workstations and ensure they are equipped with needed technology (e.g., computer, phone, IT accounts, building and office suite access etc.).
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- Compensation & Benefits Management
 - Provide day-to-day benefits administration services. Assist employees with any claim issues.
 - Work with brokers and benefits providers to ensure optimal benefits.
 - Identify cost-effective, employee-serving benefits; monitor trends in national benefits environment for options and cost savings.
 - Coordinate benefit orientations and other benefits training for employees.
 - Recommend changes in benefits offered, especially new benefits aimed at employee satisfaction and retention.
 - Track renewals and ensure that benefits are not disrupted.
 - Conduct market research and prepare pay studies to help establish pay practices and pay bands.
 - Work with Verra's international employee compensation and benefits management contractor to onboard foreign-based employees and ensure compliance with local employment regulations.

- Employee Relations & Development
 - Respond to employee inquiries regarding policies, procedures, and programs.
 - Engage with employees to secure input, inform and ensure buy-in for changes to existing benefits and/or requirements for new benefits.
 - Conduct employee engagement and satisfaction surveys, analyze responses and prepare reports for management.
 - Manage the Verra internship program.
 - Provide necessary training and materials to managers and employees regarding Verra employment policies.
 - Continuously monitor Human Resources policies, programs, and practices to keep management informed of new developments.

- Compliance
 - Research legal and financial requirements for employing local staff in selected countries.
 - Continuously monitor regulations and legal requirements affecting human resources functions and ensure that Verra policies, procedures, and reporting are in compliance.

- HRIS
 - Keep digital and hard files up-to-date.



- Scan and upload all paperwork.
- Keep staff directories up to date.

- Undertake special projects as assigned.

Required Qualifications

We are seeking candidates who have **strong communication skills (oral and written)**, are **collaborative team players**, and who are **enthusiastic about addressing sustainable development and environmental challenges**. Candidates for the Human Resources Assistant position will possess the following qualifications:

- Bachelor's degree in human resources or related field.
- At least 3 years of proven human resource management experience.
- Excellent communication skills, interpersonal skills, ethics, and cultural awareness.
- Resourceful, problem-solving aptitude and thorough knowledge of HR procedures and policies.
- Strong organizational and time management skills, including the ability to prioritize and work efficiently and effectively under deadlines.
- Self-starter with an ability to excel in a professional environment with limited supervision.
- Proficiency Microsoft Office, with aptitude to learn new software and systems.
- Eligible to work in the United States (i.e., U.S. citizen or holding current work authorization).

Preferred Qualifications:

- SHRM Certified Professional (SHRM-CP) or SHRM Senior Certified Professional (SHRM-SCP) credential.
- Knowledge of HRIS systems.
- Fluency in social media, particularly in researching and recruiting candidates through channels such as LinkedIn.
- Fluency in a second language, especially Spanish.

Compensation

Compensation depends on experience and is highly competitive. Verra has established pay bands that are based on market data for comparable positions for each of its jobs. These bands express a salary range and provide a reference point for offers to new hires, raises within a job, and for promotions from one job to another. For this position, the salary range is \$58,920 USD - \$69,361 USD .

Verra offers a very attractive benefits package, including 22-30 days of paid time off plus holidays, retirement contributions, access to flexible savings accounts, and a choice of top-tier health plans.



How to Apply

To apply, please send us the following:

- Cover letter (not to exceed one page)
- Resume/CV (not to exceed two pages)

All applications should be submitted to Rachel Wallach at employment2@verra.org and will be considered on a rolling basis.

Verra provides equal opportunity for all job applicants and employees and is committed to providing a work environment free of discrimination. We conduct our recruitment and hiring without regard to race, color, religion, gender identity, sex, sexual orientation, national origin, age, marital status, pregnancy, physical or mental disability, genetics, veteran status, or any other characteristic protected by applicable federal, state, and local law.