



Who we are . . . www.whiteoakwildlife.org

- We save endangered wildlife and habitats through sustainable conservation breeding, education, and responsible land stewardship.
- We provide exceptional hospitality and guest experiences with wildlife and White Oak as the centerpiece. We design and facilitate inspiring conservation experiences for White Oak guests and team members.
- We educate and train the next generation of leaders to conserve wildlife and habitats.
- We are a 17,000-acre haven for animals, people and ideas located at 581075 White Oak Rd. Yulee, FL.

Who we need . . . **A Human Resources Manager**

Key Job Responsibilities:

The HR Manager is expected to influence in all areas of HR. This role is responsible for partnering to provide an HR lens so that the impact on people is considered for business decisions. Provide proactive and reactive employee relations support, manager coaching, business growth support while creating and shaping a culture that is diverse and inclusive. Helps others deliver cost effective results that make the conservation vision a reality.

Key HR areas include: talent acquisition and management, employee relations, compensation, benefits and EEO. Supervises an HR Generalist. The HR team supports 190+ employees.

- Determines staffing requirements and manages the recruiting and onboarding process.
- Develops and empowers a diverse workforce to accomplish conservation objectives.
- Ensures success by analyzing HR metrics to monitor performance and identify actionable trends.
- Acts as a change agent for key HR and business changes and provides project management for key HR projects.
- Develops and updates benefit plans and procedures; oversees annual enrollment, manages broker relationships
- Manages employee communications. Provides employee counseling, mediation and conflict resolution.
- Leads company compliance with all legal and governmental labor requirements and reporting.

Required Education, Experience, & Skills

- Typically requires a Bachelor's degree and ten (10) years' experience in HR, with five in an HR leadership role.
- Able to provide solid HR counsel and influence to Dept. leaders.
- Experience with diversity, equity, and inclusion (DEI) initiatives that span an organization – recruiting and retention, mentoring and professional development, as well as other policies where we can track and measure progress.
- Proficiency with Microsoft Office (Word, Excel, PowerPoint)
- Strong interpersonal, verbal and written communication skills

- Agile and responsive in a fast paced, quick changing environment
- Ability to make decisions using sound judgment while complying with policies, procedures, and state and federal laws.

Preferred Education, Experience & Skills

- Master's degree in Human Resources or Business
- SPHR/SHRM-SCP certified
- Proficiency with ADP

What we offer. . . .

- Hybrid work week with flexible hours
- Competitive salary with bonus potential
- A choice of three tiers in the Aetna health plan
- Affordable dental and vision coverage
- 100% company paid Life Insurance, AD&D, Short Term and Long-Term Disability Plans
- 401(k) retirement plan with a company matching contribution that is yours on day one
- A generous Paid Time Off (PTO) plan based on years of service
- Opportunity to work in a beautiful, one-of-a-kind place
- Access to White Oak amenities for you and your family. Exercise gym, Golf, scholarships for summer camp for your children, family tours of the animals, social gatherings for you and your family.

If you are interested in this position, send your resume to: lindaplummer@comcast.net