



HUMAN RESOURCES AND CULTURE SPECIALIST

Since 2002, PV Squared has provided custom solar energy solutions to businesses and homeowners in the Pioneer Valley and surrounding regions. We are driven by a commitment to building a healthier environment, strengthening the communities we serve, and demonstrating the value of worker-owned cooperatives as a generative business model.

The HR and Culture Specialist is responsible for overseeing and managing all facets of human resources, culture and training at PV Squared. This position will work closely with the General Manager and Team Leaders to measure and manage the performance of strategic initiatives.

Responsibilities:

- Ensure compliance with all federal and state regulations and company policies in the areas of FMLA/medical leaves, labor/employment, safety & training, payroll & benefits and employee records
- Develop and manage annual HR and training budget; perform periodic cost and productivity analyses
- Ensure that safety violations, hazards and accidents are documented and legally addressed
- Oversee all phases of hiring, training, licensure, and employee performance assessments
- Foster a diverse, equitable, and inclusive company culture, while proactively addressing symptoms or systems of inequality and oppression as they arise
- Conduct and oversee the investigation, implementation and documentation of employee relations issues
- Research and make recommendations on new or alternative benefits, as requested by the Board of Directors. Negotiate with carriers regarding rates, services, administration and coverage
- Oversee and follow up on worker's compensation claims with employee, manager, medical facility and insurance company, communicating information as needed
- Work with the GM and Team Leaders to address day-to-day issues as they arise

Qualifications and Experience:

- 3+ years of proven experience in a similar role
- Bachelor's' degree in business administration, human resources or a relevant field
- Experience creating inclusive environments or experience in anti-oppression or social justice work
- Ability to exercise extreme diplomacy, sensitivity, compassion and confidentiality
- Strong organizational skills and ability to prioritize multiple tasks
- Highly collaborative work style; proven ability to synthesize the disparate views of your colleagues into holistic, aligned recommendations

What We Offer:

- A collaborative, cooperative and democratic work environment
- Fair wage compensation and a generous benefits package
- Path to shared worker-ownership of the business and profit sharing
- Participation in group decision making and cooperative governance
- Support for professional development and technical training

We are looking for people who are passionate about making a positive impact and being part of a cooperative environment. This is a full-time position based in Greenfield, MA. Compensation based on experience and qualifications. To apply, please email your cover letter and resume (in pdf format) with "HR and Culture Specialist" in the subject line to careers@pvsquared.coop. We look forward to hearing from you!