



Director of Human Resources (Bilingual English/Spanish Required)

MIGRANT CLINICIANS NETWORK, INC.

Job Description

I. JOB DETAILS

Position Title:	Director of Human Resources
Location:	Remote or Hybrid
Reports to:	Chief Executive Officer
Position Class:	Full-time Employee
Positions Supervised:	None
Travel Required:	No
Date:	January 2025

II. JOB DESCRIPTION

A. Summary

MCN's Mission

Our mission is to create practical solutions at the intersection of vulnerability, migration and health. We envision a world based on health justice and equity, where migration is never an impediment to well-being.

About MCN

[Migrant Clinicians Network](#), founded in 1984, is a national non-profit organization pushing back against health inequities and structural racism to help migrants, immigrants, asylum seekers, and other historically marginalized communities gain access to quality care when they need it.

People across the US are marginalized by our health care system because of language barriers, poverty, legal status, rural locations, and migration. Health inequities and structural racism impact the ability of migrants, immigrants, and asylum seekers to access care when they are migrating, and when they first arrive at their new communities. Climate change and other emerging or rapidly changing forces may interrupt care or prompt health emergencies.

Clinicians who serve these marginalized communities struggle to reach them, and lack the strategies, resources, and technical assistance to effectively remove barriers to ensure culturally relevant, linguistically appropriate, high-quality care is accessible.

A force for health justice / Somos una fuerza dedicada a la justicia en salud

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Migrant Clinicians Network is transforming the health system to remove those barriers, connecting migrants, immigrants, asylum seekers, and other marginalized communities with care, and bolstering the clinicians who serve them. MCN develops practical solutions to the biggest challenges in migrant and immigrant health, supporting both clinicians and migrants directly.

MCN is headquartered in Austin, Texas with supporting offices in California, Maryland, and Puerto Rico. The majority of the 40+ staff work remotely around the US.

MCN has been awarded the Platinum Seal of Transparency, the highest level of recognition, from GuideStar/Candid, is a Top-Rated NonProfit according to GreatNonProfits, and has a score of 100 out of 100 from Charity Navigator.

About the Opportunity

The Director of Human Resources (HR) is a key member of the leadership team and is responsible for leading all aspects of the HR function to support a positive, diverse, and inclusive workplace culture. This includes developing and implementing HR strategies and initiatives aligned with MCN's strategic objectives. The Director of HR will oversee all HR operations including recruitment, onboarding/exiting, talent management, performance management, employee relations, compensation and benefits, compliance, and organizational development.

MCN is at an exciting juncture of growth and transformation. During the Covid-19 pandemic, our organization doubled in size, reflecting both the demand for our services and the dedication of our team. As we continue to evolve, we recognize the need to strengthen our organizational structure to sustain this growth and build a resilient, thriving workplace culture across five time zones.

This newly created Director of Human Resources position presents a unique opportunity for an experienced HR professional to design and implement foundational HR systems from the ground up. We have never had a dedicated HR leader, and this role is crucial to ensuring that we refine existing or develop new policies, processes, and practices needed to support our mission, values, and our most important asset—our employees.

You will have the chance to make a significant impact by shaping our people strategy, enhancing employee engagement, and strengthening our deeply valued culture that fosters collaboration, innovation, and inclusivity. If you are passionate about building a strong organization and thrive in a mission driven dynamic environment, this is an opportunity to lead and grow with us as we enter the next chapter of our journey.

B. Core Competencies

- Embodies the belief that health care is a right and displays a personal commitment to MCN's values around migrant health and health justice.

“ A FORCE FOR HEALTH JUSTICE FOR THE MOBILE POOR ”

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- Demonstrates a commitment to creating an accessible, supportive, and inclusive environment that recognizes diversity and cultural competence as integral components of MCN's work.
- Works in alignment with MCN's organizational values; teamwork, innovation, excellence, and a passion for the mission.
- Maintains a positive outlook and flexibility in MCN's fast paced and dynamic environment.
- Demonstrates leadership and personal initiative in all activities.
- Develops and maintains relationships with a diverse community of office colleagues, remote staff members, and other organizations.
- Possesses excellent verbal and written communication skills in both English and Spanish.

C. Specific Responsibilities

Strategic HR Leadership

- Develop and implement HR strategies and initiatives that support the MCN's goals and strategic plan.
- Serve as a trusted advisor to the CEO and executive leadership team on HR matters and organizational development.
- Foster a culture of diversity, equity, inclusion, and belonging throughout the organization.

Talent Acquisition and Retention

- Lead the recruitment, onboarding, and retention strategies to attract and retain high-performing staff.
- Partner with department heads to understand hiring needs and develop proactive recruitment plans.
- Implement innovative sourcing strategies to build a diverse candidate pipeline.

Performance Management and Employee Development

- Design and implement a comprehensive performance management system that drives employee engagement and accountability.
- Develop and deliver training programs that enhance staff skills and leadership capabilities.
- Collaborate with leadership on succession planning and talent development initiatives.

Employee Relations and Culture Building

- Promote a positive work environment that reflects the MCN's mission and values.
- Address employee concerns and resolve workplace conflicts in a fair and consistent manner.
- Implement employee engagement initiatives and regularly gather feedback to strengthen MCN's culture.

Compensation, Benefits, and Compliance

- Oversee compensation and benefits programs to ensure equity, competitiveness, and compliance with regulations.

- Ensure the organization remains compliant with all federal, state, and local employment laws and regulations.
- Maintain HR policies, handbooks, and procedures, ensuring they are up to date and aligned with best practices.

HR Operations and Systems

- Manage HR operations, including maintaining accurate employee records, approving payroll, and managing benefits administration.
- Identify opportunities to digitize and streamline HR processes, leveraging technology and automation.
- Ensure all HR data and reporting are accurate and align with organizational goals.

Organizational Development

- Lead initiatives focused on organizational growth and change management.
- Support leaders in building strong, cohesive teams and driving organizational effectiveness.
- Partner with the leadership team to align HR practices with the strategic plan, including the implementation of a performance management framework.

III. JOB REQUIREMENTS

Education. Bachelor’s degree in Human Resources, Business Administration, or a related field; Master’s degree preferred. SHRM-CP, SHRM-SCP, PHR, or SPHR certification preferred.

Language. Oral and written fluency in English and Spanish.

Experience

- Minimum of 7 years of progressive HR experience, with at least 3 years in a leadership role.
- Experience in nonprofit HR management preferred.
- Proven ability to develop and implement HR strategies that align with organizational goals.
- Strong knowledge of employment laws, regulations, and best practices.
- Excellent interpersonal and communication skills with the ability to build relationships across all levels of the organization.
- Demonstrated commitment to diversity, equity, inclusion, and belonging.
- Ability to handle sensitive and confidential information with discretion.

Computer Skills. Ability to use Microsoft 360. Overall comfort with computer-based communication including Teams and Zoom.

Authorization. Applicant must be eligible to work in the United States and able to work regular working hours in US time zones.

IV. COMPENSATION

MCN offers full-time, salaried employees an array of benefits including employer contributed retirement investment account, health insurance, STD/LTD/Life insurance, a health and well-being stipend, monthly contributions to a health savings account, 18 days/year of paid time off and 12 holidays. The salary range is \$68,000 to \$93,000 annually and is commensurate with experience.

V. EQUAL EMPLOYMENT OPPORTUNITY

MCN is committed to building an inclusive organization that represents the people and communities we serve. We especially encourage members of traditionally underrepresented communities to apply for this position, including women, people of color, LGBTQ people, and people with disabilities.

MCN provides equal employment opportunity without regard to race, color, sex, religion, national origin, age, disability, pregnancy, sexual orientation, gender identity and/or expression, genetic information, ancestry, or HIV/AIDS status. MCN conforms to all applicable federal and state laws, rules, guidelines, and regulations and provides equal employment opportunity in all employment and employee relations.

VI. DISCLAIMER

In any organization or job, changes take place over time. Although an effort will be made to keep job-related information current, this is not an all-inclusive list of job responsibilities. MCN reserves the right to revise or change job duties and responsibilities as the business need arises, or as program needs change. In compliance with EEOC 29 CFR, part 1630, if the employee cannot perform the essential functions of this position in a satisfactory manner, further accommodation shall be made if it does not constitute undue hardships upon this organization.

TO APPLY

Interested candidates are invited to upload their resume and cover letter outlining interest and qualifications as PDF or Word documents [on this form](#) or on Migrant Clinicians Network's website, www.migrantclinician.org.