

Charleston Director of Human Resources and Operations

Legal Aid of West Virginia (LAWV) is seeking a skilled, experienced Director of Human Resources and Operations (DHRO) with statewide management responsibilities, based out of our Charleston Office. LAWV is the state's largest poverty law firm and advocacy organization, serving low income and vulnerable West Virginians. LAWV offers a great family friendly work environment and excellent benefit package which includes medical, dental and life insurance and paid leave.

As the DHRO, you will be member of LAWV's Management team, responsible for a broad scope of work including diversity, equity and inclusion; recruiting and retention; compensation, benefits and union negotiations; health, safety and wellness; program facilities; and other administrative and operational issues.

Qualified candidates will have a four-year degree in Human Resource/Relations or other relevant field and a minimum of 10 years of relevant work experience, with experience working in a non-profit agency preferred. Qualified candidates will have a demonstrated ability to manage personnel, with the ideal candidate having a minimum of 7 years of managerial experience. Qualified candidates will be well-organized, detailed-oriented, high energy and can work independently, ideally with experience working in an agency with multiple offices performing complex, multifaceted work.

With the main office is in Charleston, outdoor enthusiasts are near some of the state's most beautiful landmarks, including the New River Gorge, Kanawha State Forest, and the Hatfield/McCoy Trail. Additionally, the nearby Elk, Kanawha and Coal Rivers offer great kayaking opportunities. Charleston is a hub for arts and culture and many local restaurants. And if you are looking to get away for a weekend, Charleston is a few hours from Columbus, Cleveland and Cincinnati, OH, Lexington, KY and Pittsburgh, PA.

If you are passionate about serving others and want to do rewarding work, please send your cover letter and resume to jobs@lawv.net by August 5, 2022. **Applications will be considered until the position is filled.** LAWV is an organization dedicated to equity, justice and inclusion and our organization culture reflects that by seeking and supporting employees from diverse backgrounds and perspectives. EOE qualified women, people with disabilities, minorities, or members of traditionally underrepresented groups are encouraged to apply.